

ISSN 0160-8029

LIBRARY OF CONGRESS/WASHINGTON

ORIGINAL

# CATALOGING SERVICE BULLETIN

## PROCESSING SERVICES

Number 13, Summer 1981

Editor: Robert M. Hiatt

83

## CONTENTS

	<u>Page</u>
<b>DESCRIPTIVE CATALOGING</b>	
Library of Congress Rule Interpretations (LCRI)	3
Copyright Dates	73
AACR 2, Rules 22. 10-22. 11	73
AACR 2, Rules 24. 13 and 24. 18, "type 2"	74
Shared Cataloging Practice Under AACR 2	74
<b>SUBJECT CATALOGING</b>	
MARC Content Form Codes b and c	75
The Music of Ethnic and National Groups	76
Streets and Roads	79
Assignment of Subject Headings to Texts of Treaties and Works about Treaties	80
<b>LC CLASSIFICATION</b>	
Classification of Legislative Hearings and Reports	82
<b>DECIMAL CLASSIFICATION</b>	
	83

*Editorial address:* Office of the Director for Cataloging, Processing Services, Library of Congress, Washington, D.C. 20540

*Subscription address:* Subscriber Accounts, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541

*Subscription price:* \$10.00 per year.

Library of Congress Catalog Card Number 78-51400

ISSN 0160-8029 *Key title:* Cataloging service bulletin

# REFST DOCUMENT AVAILABLE

CONTENTS (cont'd)	<u>Page</u>
<b>PUBLICATIONS</b>	
Library of Congress Subject Headings: A Guide to Subdivision Practice	83

## DESCRIPTIVE CATALOGING

### Library of Congress Rule Interpretations (LCRI)

1.0. [Rev.]. When a new manifestation of an item reaches the cataloger, the question arises as to whether this is a copy of an earlier manifestation or an edition separate from the earlier manifestation, needing its own bibliographic record. Consult the definition of "Edition" in appendix D. If, according to this definition, two items are known to be two different editions, create separate records for each. Also, consider that a new edition is involved whenever there is an explicit indication of changes (including corrections) of content. In addition, treat an item as a new "edition" whenever anything in the following areas or elements of areas differs from one bibliographic record to another: title and statement of responsibility area, edition area, the extent statement of the physical description area, and series area (for an exception relating to series on CIP items, see below). Whenever the question relates to the publication, etc., area, to ISBNs, or to CIP series, consider that the item is a copy if the only variation is one or more of the following:

- a) a difference in the printing or copyright date;
- b) a minor variation in an entity's name. There are relatively few examples of this phenomenon, which arises when a publisher uses multiple forms concurrently. For example, "Duckworth" and "G. Duckworth" and "St. Martin's" and "St. Martin's Press" have been used at the same time by these publishers. A genuine name change, even if minor, should not be considered as a variation.
- c) the addition, deletion, or change of a series statement (applies to CIP items only);
- d) the addition, deletion, or change of an ISBN;
- e) a difference in binding.

For variations in the publication, etc., area not covered by the preceding statements, consider that the item is a new edition. Noteworthy examples for the publication, etc., area are variations involving different places or entities transcribed, or any difference in an entity's name that is suggestive of either a name change or a different entity. Examples of the latter case are the many instances of a sequence of names used, with one used for some time and another at some point replacing the first. For example "Harper" becomes "Harper & Row"; "Doubleday, Doran" becomes "Doubleday."

N.B. Rare books in general follow the same policy, with exceptions as necessary.

1.0D. [Rev.]. The schematic illustrations show specific data elements for the first and second levels, while for the third level there is only a statement that all applicable elements would be included in the description. It is neither possible nor desirable for items to be cataloged strictly according to the schemas. The only absolute requirement about them is the fact that one may not fall below the first level and still claim to be applying AACR 2. The greatest difficulty, if one reads the schemas instead as absolute requirements, would lie in distinguishing second from third level cataloging -- since the extensive list of elements in the second level schema frequently

# BEST DOCUMENT AVAILABLE

would constitute all the elements applicable to the item. Library of Congress records will usually be at the second level although the implementation of certain options automatically means that the third level has been achieved. The Library of Congress will produce no records exactly at the first level. For serials, however, the records will generally be at the first level augmented principally as follows:

GMD (when required by the options decision)  
Parallel title(s)  
First statement of responsibility (always, no matter what the choice of main entry heading)  
First place of publication, etc.  
Other physical details; dimensions  
Series area

## Record also

Other title information when it includes a statement of responsibility and the statement is an integral part of the other title information (cf. 1.1E4)  
Other title information when it contains the form of the title rejected in the full form vs. acronym or initialism question  
Other title information when 1.1E6 must be applied  
Subsequent statement of responsibility when it contains an entity needed as an added entry

1.0H. [New]. If an item with two or more chief sources in different languages

1) contains material in two or more languages, and there is no explicit evidence that one of the languages is the original; or

2) is an item without words (or chiefly without words),

use the chief source specified by 1.0H4)c) with two exceptions

1) use the chief source in the official language of the corporate body that issued the item if the body has only one official language ("corporate body" includes commercial publishers);

2) use the chief source in the official language of the country in which the corporate body that issued the item is located if the body's official language is unknown and the country has only one official language.

1.1B3. [New.] The interpretation below applies to sound recordings only.

If the chief source shows a composer, author, or performer's name before the titles of the individual works, consider the name the title proper whenever the titles of the individual works number four or more.

If the chief source being used is the label of a sound recording and in the situation described above, one such name appears on the label of one side and another name on the second side, transcribe the two names as individual titles (separated by a period), rather than one as a collective title.

1.1F1. [New].

## Objective

# BEST DOCUMENT AVAILABLE

In determining what statements to record in a statement of responsibility, bear in mind that the objective is to record only those statements that are of bibliographic significance--significant from the point of view of the intellectual and artistic content of an item. (In many cases such names are also likely candidates to be searched under in a catalog when looking for the particular item with which they are associated.)

## Guidelines for Recording Statements of Responsibility

To achieve the objective stated above, observe the following guide lines:

1) Include in statements of responsibility the names of those whose contributions are judged to be of bibliographic significance if such names appear prominently. Judge bibliographic significance as follows:

a) Editors. Bibliographic significance in this context encompasses that portion of the definition of the term editor in the glossary stating that the editorial labor includes "... revision (restitution) or elucidation of the text, and the addition of an introduction, notes, and other crucial matter."

Human walking / Verne T. Inman, Henry J. Ralston, Frank Todd ; edited with a preface by Jean C. Liberman

Cross-country skiing : racing techniques and training tips / by Sigi Maier and Toni Reiter ; translated by Mark Goldman ; edited by Don A. Metivier

Excluded from this category, and therefore not candidates for transcription, are credits for "in-house" editors, editorial supervisors, publications editors, managing editors, photo-editors, sponsoring editors, and the like.

b) Others. Bibliographic significance in this context equates to the definition of statement of responsibility in the glossary, namely "... persons responsible for the intellectual or artistic content of the item ... or performance of the content of the item." Excluded from this category, and therefore not candidates for transcription, are statements of technical credits, often performed by in-house staff members of publishing firms, such as

- book design
- consultant
- cover and page design
- cover artist
- cover designer
- cover photographer
- designer
- graphic designer
- layout designer
- page make-up
- production manager

Note that statements of technical credits are often elsewhere than the chief source in a manner similar to the following:

"The editors for this book were Jeremy Robinson, Robert L. Davidson, and Susan Thomas, the designer was Mark E. Safron, and the production supervisor was Paul A. Malchow."

2) If there is doubt whether a statement is of bibliographic significance, proceed as follows:

## 1.1F7. ~~DO NOT USE THIS PATTERN~~

- a) If the statement is in the chief source, transcribe it.
- b) If the statement is not in the chief source, do not transcribe it.

Title page: The complete Van Gogh : paintings, drawings, sketches / Jan Hulsker.

Verso of title page: Editor: Phyllis Freeman

- c) Do not routinely transcribe the names of in-house editors listed on CIP data sheets. Instead, apply 2a and 2b above; if for any reason this is not applicable, do not transcribe the name.

### Added Entries

After transcribing statements of responsibility, taking into account the above guidelines, apply the rules for making added entries.

1.1F7. [Rev.]. The rule lists the most commonly appearing case of elements that may be omitted from a statement of responsibility. Other elements that are neither a part of the name nor indicative of the function of the person or body may also be omitted (without using the mark of omission).

Title page: submitted by IMS America, Ltd. Ambler,  
PA 19002

Bibliographic description: / submitted by IMS America,  
Ltd. —

Title page: written by John Jaykes (deceased)

Bibliographic description: / written by John Jaykes. —

Title page: by Morrie Jemison, Talladega, AL 36574

Bibliographic description: / by Morrie Jemison. —

If an added entry is required for a corporate body and the only prominently named source for the body's name on the item is its appearance in conjunction with a personal name being recorded in a statement of responsibility, apply one of the following methods:

- a) enclose within parentheses the corporate name following the personal name(s) (e.g., "prepared by Morton J. Schussheim, Joshua M. Kay, Richard L. Wellons (Congressional Research Service, Library of Congress)");
- b) give the corporate name in a quoted note (e.g., "Building Economics and Regulatory Technology Division, Center for Building Technology, National Engineering Laboratory, National Bureau of Standards").

1.1F11. [New]. If an item has no parallel title but a statement of responsibility in two or more languages or scripts, give the statement in the language and script of the title proper and omit the others. If there is no statement in the language or script of the title proper, record the statement that appears first.

1.2B3. [Rev.]. Whenever an item contains a phrase that calls attention to changes from a previous issue of the item, treat that phrase as an edition statement, or subsequent edition statement, even if it does not otherwise look like one.

2e tirage rev. et corr.  
Repr. Mar. 1933 with corrections.  
Repr. from corr. sheets of the 1st ed.

In such cases give the date of the reissue as the date of publication (cf. 1.4F3).

In the past such statements as "large print ed." have not been transcribed as an edition statement, but as a note. Transcribe such statements as edition statements henceforth.

1.2B4. [New]. Do not apply to any case of merely supposed differences in issues that might make them different editions. If differences are manifest, however, but the catalog records needed would show exactly the same information in the areas beginning with the title and statement of responsibility area and ending with the series area, apply the option.

1.4B8. [Revision of 1.4B, renumbered]. When two entities performing the same function are named, record both. If three or more are involved, record the first and a subsequently named entity that is the only one located in the U.S. or is the one that is given prominence by typography as the principle publisher, etc.

For cataloging purposes, treat privately printed works as published works even if they have been distributed only to a very limited group (e.g., a keepsake for dinner guests or a Christmas greeting for friends). Treat the person or body issuing the item, whether a commercial publisher, a private press, or a person or group for whom it may have been printed, as the publisher. If it is stated in the item that it has been privately printed, this fact may be expressed in a note, usually quoted. (Note: Private presses should be considered publishers of the items they print if there is no evidence to the contrary in the item or in reference sources consulted.)

Consider university presses as publishers unless there is clear evidence to the contrary.

When a government printer or government printing office is named on the item, and there is no evidence that its functions are not that of a publisher or distributor, record it as the publisher. If, however, another body also appears on the item and the government printing office is named only in a less prominent position unaccompanied by a statement of printing or distribution, the likelihood is greater that it functions only as printer and that the body is the publisher.

If information concerning the distributor is printed or appears on a stamp or label anywhere in the item, record the distributor in the publication, etc., area. (Ignore distributors given only on the dust jacket.) Record the name of the distributor if it differs in form from the name of the publisher even though both belong to the same entity. Exceptions: 1) Do not record those distributors who are remaindering an edition, who are secondhand dealers, or who act in some other capacity as outlets for only part of an edition. Distributors of these types are of no bibliographic significance. If in doubt as to the significance of the distributor statement, record it. 2) If distribution is dispersed for the edition (i.e., it is divided between publisher and distributor(s) or between distributor and distributor, with one distributing in one area and the other distributing in another area), give only the distributor who distributes the edition in the U.S. If, in the case of dispersed distribution, there is no distributor for the U.S., give the first-named distributor only when there is no publisher.

For items from the United States Government Printing Office (GPO), retain the statement that an item is for sale by the Superintendent of Documents since only a portion of GPO's items is distributed in that manner.

For an item that does not name a publisher in imprint position but a corporate body is named at head of title, regard the corporate body named at head of title as the publisher. Transpose its name to publisher position in the publication, etc., area unless the item contains information indicating that the corporate body is not the publisher or casting doubt on this assumption. (If the body has been re-

# BEST DOCUMENT AVAILABLE

corded in the title and statement of responsibility area, apply 1.4D2).

If the item does not name a publisher, in the absence of evidence to the contrary, assume that the copyright holder named in the copyright statement is the publisher if it is a corporate body known as a publishing entity. Consider other corporate bodies as well as persons named only as copyright holders as publishers only if the particular case makes the inference very plausible. When recording, as publisher, an entity that is named only in a copyright statement, do not bracket the name if the copyright statement appears in a prescribed source for the publication, etc., area.

In the third paragraph of 1.4B8 the term "secondary position" means anywhere in the item. Example:

On t.p.: Chapman & Hall Limited London  
On verso of t.p.: Springer Verlag Berlin Heidelberg  
New York  
Transcription: London : Chapman & Hall ; Berlin ;  
New York : Springer

Do not transcribe secondary information that is about an edition separate from the one being cataloged.

On t.p.: Hodder & Stoughton  
On verso of t.p.: Published in USA by David McKay  
Company, Inc.  
Transcription: London : Hodder & Stoughton

If the source used for the title proper has on it a "general" name that is shared by associated companies or by parent and branch companies and the specific firm names appear in a secondary position, generally assume that the first of these names represents the publisher of the item and combine that firm's name with the "general" name. If this place is not in the U.S. and a U.S. place is coupled with one of the other firm names, add this place to the "general" name also.

On t.p.: Pitman Publishing  
On verso of t.p.: Sir Isaac Pitman and Sons Ltd.  
Pitman House, Parker Street,  
Kingsway, London WC2B 5PB  
P.O. Box 46038, Banda Street  
Nairobi, Kenya

Pitman Publishing Pty. Ltd.  
Pitman House, 158 Bouverie Street,  
Carlton, Victoria 3053, Australia

Transcription: London ; New York, NY : Pitman Publishing  
On t.p.: Penguin Books  
On verso of t.p.: Penguin Books Ltd., Harmondsworth,  
Middlesex, England  
Penguin Books Inc., ... Baltimore,  
Maryland  
Penguin Books Australia Ltd., Ringwood,  
Victoria, Australia  
Penguin Books Canada Limited, ... Markham,  
Ontario, Canada  
Penguin Books (N.Z.) Ltd., ... Auckland  
10, New Zealand

Transcription: Harmondsworth, Middlesex, England ; Baltimore, Md. : Penguin Books

# CODING RULES

If the source used for the title proper has on it a specific firm name and a statement about associated companies or a parent organization appears in a secondary position, do not include these associated companies or their places in the publication, etc., area.

On t.p.: Newnes Technical Books

(Information from outside the item establishes  
that this firm is located in London)

On verso of t.p.: The Butterworth Group

United Kingdom Butterworth & Co (Publishers) Ltd.  
London: 88 Kingsway, WC2B 6AB

Australia Butterworths Pty Ltd.  
Sydney: 586 Pacific Highway,  
Chatswood NSW 2067  
Also at Melbourne, Brisbane, Ade-  
laide, and Perth

Canada Butterworth & Co (Canada) Ltd.  
Toronto: 2265 Midland Avenue,  
Scarsborough, Ontario, M1P 4S1

New Zealand Butterworths of New Zealand, Ltd.  
Wellington: T & W Young Building  
77-88 Customhouse Quay, 1, CPO  
Box 472

South Africa Butterworth & Co. (South Africa)  
(Pty) Ltd.  
Durban: 152-154 Gale Street

USA Butterworth (Publishers) Inc.  
Boston: 19 Cummings Park, Woburn,  
MA 01801

First published 1978 by Newnes Technical  
Books

A Butterworth Imprint

Transcription: [London] : Newnes Technical Books

On t.p.: Sir Isaac Pitman & Sons Ltd.

On verso of t.p.: Sir Isaac Pitman & Sons Ltd.  
London, Bath, Carlton, Melbourne,  
Johannesburg

Associated Companies

Pitman Medical Publishing Company Ltd.  
46 Charlotte Street, London  
Pitman Publishing Corporation  
20 East 46 Street, New York, NY  
11105

Sir Isaac Pitman & Sons (Canada)  
Ltd.

381-383 Church Street, Toronto

Transcription: London : T. Pitman

1.406. [Rev.]. If the place of publication, etc., is not named in the item, give it in its well-established English form if there is one. If the place being supplied is only probable rather than certain, give it with a question mark.

If no probable place can be given, give the name of the country (in its well established English form if there is one) except in the case of Great Britain. For places in Great Britain, give "England," "Scotland,"

"Wales," or "Northern Ireland," if this much is known; otherwise give "Great Britain."

For a language whose final cataloging record is not in romanized form, use "s.l." if there is no equivalent abbreviation in the nonroman language.

1.4C7. [Rev.]. Give the address of a publisher, etc., following the name of the place of publication, etc., only for a monograph cataloged according to chapters 2, 5, or 6 that meets these three conditions:

- a) it was issued by a U.S. publisher, distributor, etc., whose address is given in the item being cataloged;
- b) it was issued in the current three years;
- c) it does not bear an ISBN or ISSN.

Do not apply 1.4C7 if two or more publishers, distributors, etc., are being recorded in the publication, etc., area. Exception: If one of the entities is a U.S. distributor for a monograph published outside the U.S., give the address of the U.S. distributor if the item meets these four conditions:

- a) the U.S. distributor is the only entity being recorded with the distributor's place of publication;
- b) the U.S. distributor's address is given in the item;
- c) the item was issued in the current three years;
- d) the item lacks an ISBN or ISSN.

Apply 1.4C7 also to items in which the name of the publisher, distributor, etc., is unknown and the name of the U.S. manufacturer is being given in the publication, etc., area (1.4G1) if the monograph meets these three conditions:

- a) the manufacturer's address is given in the item;
- b) the item was issued in the current three years;
- c) the item lacks an ISBN or ISSN.

When applying 1.4C7, routinely repeat the name of the city in the address. For street addresses, abbreviate such words as "street," "avenue," "place," etc., according to normal usage. Omit unnecessary elements from the address (e.g., the name of the building when the street address or post office box is given). Do not bracket any of the elements given in the address.

1.4D4. [Rev.]. Do not give the name of a publisher, etc., in a shortened form if doing so creates doubt about the intelligibility of the result.

Use an initialism only if it appears in the item or is one that is known by the cataloger to be in common use for the body. If, however, the body is represented only by an initialism in the title or statement of responsibility recorded in the title and statement of responsibility area and by the full form in the imprint in the item, use the full form in the publication, etc., area.

Use a generic term that appears in the name only if it is an extremely common one indicating a type of body. Spell the term in full even if it appears only in an abbreviated form in the item or is one of the terms that appears in Appendix B.9. If two or more bodies given in the title and statement of responsibility area use the same generic term in their name, use the full form in the publication, etc., area. Do not use a generic term if the result is ambiguous for other reasons (e.g., "The Media" for "Aurora Media").

Occasionally a body named in the title and statement of responsibility area is the publisher, but there is no explicit

|publisher statement in the item. Apply 1.4D4 to these cases also; do |not use brackets.

1.4D6. [New]. For a language whose final cataloging record is not in romanized form, use "s.n" if there is no equivalent abbreviation in the nonroman script.

1.4F1. [New]. If there is no edition statement named in the edition area (cf. LC RI 1.2B3), give the date of the edition being cataloged (cf. LC RI 1.0).

If the item gives both the Gregorian and the non-Gregorian date, record only the Gregorian date. If the item gives only a non-Gregorian date, record this date, followed by the Gregorian date. If the non-Gregorian date appears in a prescribed source, give the Gregorian date in square brackets. If the non-Gregorian date does not appear in a prescribed source, give both the non-Gregorian and Gregorian dates in square brackets and use "i.e." between the two dates.

1.4F2. [New]. If the date on the item appears as a multiple date, give it as found. Follow it with the actual or approximate date as a correction within brackets.

1978/79 [i.e. 1979]  
1978/1979 [i.e. 1978?]  
1978/9 [i.e. 1978 or 1979]

If the signatures in a U.S. Congressional document issued by the U.S. Government Printing Office show a date that is later than the date of publication, etc., given elsewhere on the item, record the signature date as a correction.

title page: 1980  
foot of page 13: 70-7780-81-2  
bibliographic record: 1980 [i.e. 1981]

1.6B2. [New]. If an item contains two or more series titles, choose the title given on the series title page. If the item lacks a series title page, and the series is a serial, follow the order of preference given in the third sentence of the first paragraph of 12.0B1, but insert as the very first of these choices the source used as the title proper of the analytic. If the series is unnumbered, or is a multipart item, apply 1.6B2.

1.6J. [New]. If some parts of a multipart item are issued in one series and other parts are issued in another series, or if some but not all the parts are in more than one series, precede the transcription of the second and subsequent series statements by an indication of the particular parts to which the series statements apply. (If a series which is a serial has changed its title (cf. 21.2), treat each as a separate series.)

10 v. : ill. ; 28 cm. — (Anthropological monographs ; no. 2330) (v. 9-10: Art and anthropological monographs ; no. 30-31)

5 v. ; 14 cm. — (Music bibliographies ; 12, 15, 21-22) (v. 2: Baroque musical studies ; 2)

3 v. ; 20 cm. — (Testi del Risorgimento ; 4-6) (v. 2 also in series: Saggi e documentazioni ; 17)

5 v. ; 30 cm. — (Bulletin of the American Museum of Natural History ; v. 135-138) (v. 5: American Museum novitates ; no. 36)

Apply this technique only to cases that involve more than one

series. If there is a discrepancy from part to part, but only one series is involved, make notes instead.

2 v. ; 28 cm. — (Dance and dancers of to-day ; 13)  
Vol. 2 lacks series statement.

not 2 v. ; 28 cm. — (v. 1: Dance and dancers of to-day ; 13)

1.7A3. [Rev.]. When following a quotation by an indication of its source within the item, use English terms for the source. Employ any of the abbreviations for the term permitted by Appendix B.9, including those that consist of or begin with a single letter. (For "Volume," use "Vol.") Capitalize the first letter of the term or its abbreviation.

In the spelling of words in notes formulated by the cataloger, follow American usage given in the latest edition of Webster's New International Dictionary.

For languages whose final cataloging records are in fully romanized form, when a nonroman element is being recorded in the note area, give it in a romanized form. For languages whose final cataloging records are not in fully romanized form, when a nonroman element is being recorded in the note area, give it in its nonroman form only if it is in the same nonroman script that appears in the body of the entry; otherwise, give it in a romanized form. These provisions apply to quoted material and to names and titles in a nonroman script used in notes composed by the cataloger.

When a note begins with a formal introductory term such as "contents," "credits," or "summary," use upper and lower case as illustrated in AACR 2.

1.7B6. [New]. In general, when recording a name in a statement of responsibility in a note, give the name in the form it appears in whatever source is used. If there is no such source, or if the form in the source is unsatisfactory, approximate the form required by 22.1-22.3 (for personal names) or 24.1-24.3 (for corporate names).

1.8D. [Rev.]. Give the price, etc., in the standard number and terms of availability area only for monographs cataloged according to chapters 2, 5, 6, 7, or 8 that have been issued within the three current years.

2.2. [New]. If one volume of a multivolume monograph is in one edition and another volume is in another edition, create a separate bibliographic record for each edition that is to be cataloged as a unit. However, in very exceptional cases (e.g., if the publisher supplies more than one volume of a work at the same time and the volumes bear different edition statements; or, for legal materials, there is explicit evidence that each volume is to be continuously revised), create one bibliographic record for the work. In such exceptional cases, record the edition statement of the first volume in the body of the entry. Give the edition statements of the volumes that vary in the note area, only if all the volumes are unanalyzable. If one bibliographic record has been created and other editions of already cataloged volumes are received subsequently, add the note "Includes other editions of some volumes." (Apply this both to sets having analyzable parts and those that do not.) Do not adjust the edition statements in the note area to reflect the latest edition of each volume. (This information is available in the shelf-list.)

2.7B7. [Rev.]. For new editions that are merely reprints with essentially unchanged text (cf. Reprint 2 in the AACR 2 glossary) make notes of the types shown below to give information about the original publication. Do not search reference sources solely to discover information about the original; take the information from the reprint being cataloged.

# BEST DOCUMENT ANALYSIS

or from existing bibliographic records. (In the note, always give the date of the original edition even if it is the same as the copyright date recorded in the publication, etc., area.)

Reprint. Originally published: Boston : Houghton, Mifflin, 1910.

(This shows the minimum contents of the note (see below for a case of giving date only): if there is any difference in one of the three imprint elements, give all three as illustrated)

Reprint. Originally published: Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no.3)

(Expand the basic note to include the series of the original if known)

Reprint. Originally published: 3rd ed. Boston : Houghton Mifflin, 1910. (Studies in Asian languages and literatures ; no.3)

(Also include the edition statement when it is significant in the particular case)

Reprint. Originally published: 3rd ed. Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3) With new introd.

(If a new introduction has been added, but a statement about it does not appear in the body of the entry, include this information as illustrated)

Reprint. Originally published: The Hakka language and literature of Southern China. 3rd ed. Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no.3) With new introd.

(If the title has changed, incorporate it in the note too)

Reprint. Originally published: 1910.

(If the name of the original publisher is unknown, give only the date.)

If there is any question about whether a new edition is a reprint or not (make a quick decision in all cases), treat it as such for the purpose of making these notes. In this case, however, omit the introductory word "Reprint" and begin the note instead with the next phrase "Originally published:"

If the reprint edition combines two or three formerly independent publications, make a note for each work contained. If there are more than three, make a single note, generalizing the information; however, specifically mention the span of publication dates.

Reprint (1st work). Originally published: ...

Reprint (2nd work). Originally published: ...

Reprint (3rd work). Originally published: ...

(Two or three works)

Reprint of works originally published 1910-1934.  
(More than three works)

## 6.7 DOCUMENT LIMITATION

Give limited edition statements, preferably in quoted form, for editions of 500 copies or less.

"250 copies printed."

When the statement of limitation includes the unique number of the copy being cataloged, give only the statement of limitation here. Give the copy number (introduced by the phrase "LC has") as a copy-specific note (cf. LCRI 1.7B20).

"Special edition of 200 copies on handmade paper."

(Edition note)

LC has no. 20, signed by author.

(Copy-specific note)

Three hundred copies printed.

(Edition note)

LC has no. 145.

(Copy-specific note)

2.7B13. [New]. If in cataloging a dissertation or thesis the academic degree is not equivalent to "doctoral" or "master's," qualify "thesis" by whatever statement is found on the item being cataloged.

Thesis (licenciado en derecho)--Universidad Nacional Autónoma de México, 1945.

2.7B14. [New]. For CIP items, base the intended audience note only on information appearing in the published book.

6.4C. [New]. Apply the option stated in 1.4C7 for adding the full address of a publisher, distributor, etc.

6.5B2. [New]. When the total playing time of a sound recording is not stated on the item but the durations of its parts (sides, individual works, etc.) are, if desired add the stated durations together and record the total, rounding off to the next minute if the total exceeds 5 minutes.

Precede a statement of duration by "ca." only if the statement is given on the item in terms of an approximation. Do not add "ca." to a duration arrived at by adding partial durations or by rounding off seconds.

If no durations are stated on the item or if the durations of some but not all the parts of a work are stated, do not give a statement of duration. Do not approximate durations from the number of sides of a disc, type of cassette, etc.

6.7B6. [New]. In giving the names of players in nonmusic sound recordings, caption the note "Cast." Add the roles or parts of players if deemed appropriate, in parentheses after the name (cf. 7.7B6).

6.7B10. [New]. If the individual works in a collection are identified in the title and statement of responsibility area, list the durations of the works in a note. If the individual works are listed in a contents note (6.7B18), give their durations there.

When recording individual durations in the note area, give them as they appear on the item (e.g., in minutes and seconds if so stated). If only the durations of the parts of a work are stated (e.g., the movements of a sonata), if desired, add the stated durations together and record the total for the work in minutes, rounding off to the next minute.

# BEST DOCUMENT AVAILABLE

Precede a statement of duration by "ca." only if the statement is given on the item in terms of an approximation. Do not add "ca." to a duration arrived at by adding partial durations or by rounding off seconds.

If the duration of a work is not stated on the item or if the durations of some but not all the parts are stated, do not give a statement of duration for that work. Do not approximate durations from the number of sides of a disc, type of cassette, etc.

6.7B16, 7.7B16, and 8.7B16. [New]. Generally make a note on the availability of the item in another medium or other media, if this is known. Record these notes in the position of 6.7B16, 7.7B16, and use the term "issued."

Issued also as motion picture, filmstrip, and slide set.

6.7B19. [New]. When applying rule 6.7B19 to include the label name and number in a note, make this note the first one.

6.8, 7.8, 8.8. [New]. Apply the optional provisions for standard numbers and terms of availability when cataloging materials issued during the current three years.

7.1B1. [New]. When credits for performer, author, director, producer, "presenter," etc., precede or follow the title in the chief source, in general do not consider them as part of the title proper, even though the language used integrates the credits with the title. (In the examples below the underlined words are to be considered the title proper.)

Twentieth Century Fox presents Star wars  
Steve McQueen in Bullitt  
Ed Asner as Lou Grant  
Jerry Wald's production of The Story on page one  
Ordinary people, starring Mary Tyler Moore and Donald Sutherland

Thief, with James Caan

This does not apply to the following cases:

- 1) the credit is within the title, rather than preceding or following it;

CBS special report  
IBM--close up  
IBM puppet shows

- 2) the credit is actually a fanciful statement aping a credit;

Little Roquefort in Good mousekeeping

- 3) the credit is represented by a possessive immediately preceding the remainder of the title.

Neil Simon's Seems like old times

7.1F1, 8.1F1. [New]. When deciding whether to give names in the statement of responsibility (7.1F1, 8.1F1) or in a note, generally give the names in the statement of responsibility when the person or body has some degree of overall responsibility; use the note area for others who are responsible for only one segment or one aspect of the work. Be liberal about making exceptions to the general policy when the person's or body's responsibility is important in relation to the content of the work, i.e., give such important people and bodies in the statement of responsibility even though they may have only partial

# BEST DOCUMENT AVAILABLE

responsibility.

Normally the Library of Congress considers producers, directors, and writers (or, in the case of slides and transparencies, authors, editors, and compilers) as having some degree of overall responsibility and gives them in the statement of responsibility.

7.4C, 8.4C. [New]. Do not apply the option stated in 1.4C7 for adding the full address of a publisher, distributor, etc., when cataloging materials covered by chapters 7 and 8.

7.7B4, 8.7B4. [New]. When considering 7.7B4 and 8.7B4 for a variation in title, decide first whether an added title entry is needed under the variant title. Decide this primary issue by consulting 21.2. If the variation in title is as great as the differences in titles described in 21.2, make the added entry and justify the added entry by means of a note formulated under 7.7B4 or 8.7B4. Otherwise, do not apply 7.7B4 or 8.7B4.

7.7B6, 8.7B6. [New]. For audiovisual items, generally list persons (other than producers, directors, and writers) who have contributed to the artistic and technical production of a work in a credits note (see 7.1F1/8.1F1).

Give the following persons in the order in which they are listed below. Preface each name or group of names with the appropriate term(s) of function.

photographer(s); camera; cameraman/men; cinematographer  
animator(s)  
artist(s); illustrator(s); graphics  
film editor(s); photo editor(s); editor(s)  
narrator(s); voice(s)  
music  
consultant(s); adviser(s)

Do not include the following persons:

assistants or associates  
production supervisors or coordinators  
project or executive editors  
technical advisers or consultants  
audio or sound engineers  
writers of discussion, program, or teacher's guides  
other persons making only a minor or purely technical contribution

7.7B9, 8.7B9. [New]. When a foreign firm, etc., is given in the source as emanator or originator, do not assume that the item was either made or released in that country if not so stated. Instead use the note

A foreign film (Yugoslavia)  
A foreign filmstrip (Yugoslavia)  
A foreign slide set (Yugoslavia)

For a U.S. emanator and a foreign producer or a foreign emanator and a U.S. producer, do not make the note.

... / Learning Corporation of America ; [produced by]  
Earl Rosen and Associates  
(Earl Rosen and Associates is a Canadian firm)

7.7B16. See 6.7B16.

7.8. See 6.8.

# BEST DOCUMENT AVAILABLE

8.1F1. See 7.1F1.

8.4C. See 7.4C.

8.5B2. [New]. When counting unnumbered frames, generally do not consider any number too numerous to count. Begin counting with the first content frame and end with the last content frame, thereby counting any noncontent frame interspersed, but excluding noncontent frames which precede the first content frame or follow the last content frame. Give the number resulting from this count as the total, within brackets. (Small groups of unnumbered optional content frames may be ignored.)

As with separately numbered title frames, give separate totals of test frames.

60 fr., 4 test fr.

8.7B4. See 7.7B4.

8.7B6. See 7.7B6.

8.7B9. See 7.7B9.

8.7B16. See 6.7B16.

8.7B18. [New]. In listing individually named parts of a graphic item, add the duration of the accompanying sound (cassette, disc, etc.) after the number of frames, slides, etc., if given.

What's your point? (55 fr., 13 min., 2 sec.)

In the absence of the number of frames, slides, etc., add to the titles/statements of responsibility the duration of the accompanying sound, if given.

Residential architecture, tools (15 min., 10 sec.)

8.8. See 6.8.

12.0. [New]

## 1) Serials issued in cumulations

Some serials issued in cumulations have a publication pattern whereby the individual issues for a certain period are rearranged, corrected, perhaps expanded, and reissued as a cumulation that may or may not have the same title as the individual issues. The contents of the individual issues and the cumulation are basically the same. However, these cumulations should not be confused with other serials that are publications with different frequencies and entirely different contents although the titles may be the same, e.g., an annual publication which gives the total figures for the year but does not include the monthly figures that appeared in the individual monthly issues. Separate records are generally made for these latter publications unless the numbering system ties them together.

Below are some criteria that can be used to determine when separate records should be made and when they should not be made for such cumulations.

a) Separate records are generally made if

(1) the individual issues and the cumulation have the same title but have different designation systems, e.g., the individual

# BEST DOCUMENT AVAILABLE

issues have volume numbering but the cumulation has only a date designation.

Law book guide. — Vol. 1, no. 1 (Jan. 1973)  
(monthly, except July and Aug.)

Law book guide. — 1973-  
(annual)

(2) the individual issues and the cumulation have different titles.

Index medicus. — New ser., v. 1 (Jan. 1960)  
(monthly)

Cumulated Index medicus. — Vol. 1 (1960)  
(annual)

b) Separate records are generally not made if

(1) the individual issues and the cumulation have a continuous numeric designation.

International nursing index. — Vol. 1 (Jan. 1966)  
(Quarterly: the first 3 issues called v.1, no. 1-3;  
the 4th is an annual cumulation called v. 1, no. 4)

(2) the individual issues and the cumulation have the same title and are identified by date designations only.

Library of Congress.

Library of Congress name headings with references. —  
Jan./Mar.1974

(Quarterly: the first three issues called Jan./Mar.  
1974-July/Sept 1974; the fourth in an annual cumulation  
called 1974)

(3) In case of doubt, prefer separate records.

## 2) Serials issued in parts

For serials issued in parts, the criteria listed below can be used to determine when separate records are made and when they are not.

a) Separate records are generally made if

(1) the individual parts are unnumbered or otherwise undesignated as parts of one publication.

Singapore Airlines.  
Annual report. Operating review.

Singapore Airlines.  
Annual report. Financial report.  
(The operating review and the financial report  
are two parts which make up the airline's  
annual report)

(2) the individual parts have their own numbering system or date designation in addition to a numbering system or designation as parts of the basic title; the individual parts may or may not have individual titles. The numbering system or date designation of the parts may be the same (as in the following example) or they may be different.

# BEST DOCUMENT AVAILABLE

Journal of polymer science. Part A, General papers. —  
Vol. 1, no. 1 (Jan. 1963)

Journal of polymer science. Part B, Polymer letters. —  
Vol. 1, no. 1 (Jan. 1963)

(3) the parts can be purchased separately.

b) Separate records are generally not made if

(1) the individual parts do not have a numbering system or date designation of their own.

U.S. physician reference listing. — 1974

(Each directory is published in ten volumes and a reference volume and numbered v. 1-11)

Who's who in computers and data processing. — 1971 —

(Issued in three volumes: v. 1, Systems analysts and programmers; v. 2, Data processing managers and directors; v. 3, Other computer professionals)

(2) the parts have a continuous pagination.

(3) the parts cannot be purchased separately.

(4) the parts appear to be designed to use together.

c) In case of doubt, prefer separate records.

12.0B1. [Rev.]. The basis for the description is the first issue, not the latest, as in pre-AACR 2 rules.

Note that when later issues are received showing differences in the data recorded, one or more details in the record will become "obsolete" vis-à-vis a current issue, but still the record must stand as originally formulated. (Major changes causing a succeeding entry, e.g., change in title or heading, are not meant.)

When a title in full as well as an initialism representing the words of the title appear in the chief source, select the initialism as the title proper only when it is the only form presented in various locations other than the chief source.

12.1B3. [Rev.]. This subrule deals with main or common titles and section titles and provides for the main title to be recorded first, followed by the section title.

In applying this subrule, consider all presentations of the common title and section title within the item. If any source within the preliminaries presents both titles, consider 12.1B3 applicable, not 12.1B5, regardless of the proximity of the titles within the same source. (Treat the source containing both titles as the chief source of information for the item.)

21.1B2a. [New]. Apply 21.1B2a to an exhibition catalog only if it meets all these conditions:

- 1) it presents itself as a catalog;
- 2) it emanates from a corporate body;
- 3) all the works listed are held by the corporate body from which the catalog emanates;
- 4) the wording of the chief source explicitly links the catalog to the corporate body that owns the works listed.

Henry Moore to Gilbert & George : modern British art from the

# BEST DOCUMENT AVAILABLE

Tate Gallery : Palais des beaux-arts, Brussels, 28  
September-17 November 1973. -- London : Tate Gallery  
Publications Dept.

If the exhibition catalog does not meet these conditions, enter it under the heading for the person who wrote the catalog or under title, as appropriate.

Apply 21.1B2a to a catalog of the works of an artist that is not related to an exhibition if it meets both these conditions:

- 1) it emanates from a corporate body;
- 2) all the works listed are held by the corporate body from which the catalog emanates.

A detailed catalogue with full documentation of 272 works by Vincent van Gogh belonging to the collection of the State Museum Kröller-Müller. — Otterlo, the Netherlands : The Museum

The presence of reproductions of the artist's works or reproductions and text about the artist or the artist's works is not a factor in choosing the main entry for such a catalog.

21.7B. [New]. If a work covered by 21.7A is not a collection, make an added entry for each contributor if it contains contributions by no more than three contributors. If such a work contains contributions by four or more contributors, make an added entry for the contributor named first in the chief source. Generally do not make analytical added entries for any of the individual contributions in a work that is not a collection.

If a collection covered by 21.7A contains no more than three independent works, make an analytical added entry for each work (cf. 21.30M).

If a collection contains four or more independent works that are entered under no more than three different headings, apply the following:

- a) If one name heading is represented by one work, make an analytical added entry for the work.
- b) If one name heading is represented by one excerpt from one work, make an analytical added entry for it.
- c) If one name heading is represented by two or more consecutively numbered excerpts from one work, make one analytical added entry (25.6B1).
- d) If one name heading is represented by two unnumbered or nonconsecutively numbered excerpts from one work, make an analytical added entry for each excerpt (25.6B2).
- e) If one name heading is represented by three or more unnumbered or nonconsecutively numbered excerpts from one work, make one analytical added entry (25.6B3).
- f) If one name heading is represented by two works, make an added entry for the name heading alone.
- g) If one personal name heading is represented by three or more works, make an analytical added entry using an appropriate collective uniform title (e.g., "Selections").
- h) If one corporate name heading is represented by three or more works, make an added entry for the name heading alone.

If a collection contains four or more independent works that are entered under four or more different headings, make an added entry for the contributor named first in the chief source.

If a sound recording collection contains no more than twenty-

# BEST DOCUMENT AVAILABLE

five musical works entered under two or more different headings, make an analytical added entry for each work. (Do not apply this to collections of pop, folk, ethnic, or jazz music or to a multipart collection that is not yet complete.) Treat each work as if it were the only work of the composer in the collection. For excerpts from a single work, follow the provisions of b)-e) above.

**21.7C. [New].** If a work covered by 21.7A is not a collection, enter the work under the heading appropriate to the first contribution. If there are three contributors, make added entries for those not chosen for the main entry heading. If there are four or more contributors, do not make added entries for those not chosen for the main entry heading. Generally do not make analytical added entries for the individual contributions in a work entered according to 21.7A that is not a collection.

If a collection covered by 21.7A contains no more than three independent works, enter under the heading appropriate to the first and make analytical added entries for the second and third works.

If a collection contains four or more independent works that are entered under no more than three headings, apply the following:

- a) If one name heading is represented by one work, enter the collection under the uniform title for the first work or make an analytical added entry for it, as appropriate.
- b) If one name heading is represented by one excerpt from one work, apply a) above.
- c) If one name heading is represented by two or more consecutively numbered excerpts from one work, enter the collection under the uniform title for the excerpts (25.6B1) or make an analytical added entry for them, as appropriate.
- d) If one name heading is represented by two unnumbered or nonconsecutively numbered excerpts from one work, enter the collection under the uniform title for the first excerpt (25.6B2) and make an analytical added entry for the other excerpt; or, make an analytical added entry for each excerpt, as appropriate.
- e) If one name heading is represented by three or more unnumbered or nonconsecutively numbered excerpts from one work, enter the collection under the uniform title for the excerpts (25.6B3) or make an analytical added entry for them, as appropriate.
- f) If one name heading is represented by two works, enter the collection under the uniform title for the first work and make an analytical added entry for the other work; or, make an analytical added entry for each work, as appropriate.
- g) If one name heading is represented by excerpts from two works, apply b)-e) above to each work.
- h) If one personal name heading is represented by three or more works, enter the collection under an appropriate collective uniform title (e.g., "Selections") or make an analytical added under this uniform title, as appropriate.
- i) If one corporate name heading is represented by three or more works, enter the collection under the heading appropriate to the first work, but do not make any analytical added entries for the others; or, make an added entry for the name heading alone, as appropriate.

If a collection contains four or more independent works that are entered under four or more different headings, enter the collection under the heading for the work named first in the chief source. Generally do not make added entries for the other works.

If a sound recording collection contains no more than twenty-five musical works entered under two or more different headings, enter the collection under the first work and make analytical added entries for the other works. (Do not apply this to collections of pop, folk, ethnic, or jazz music or to a multipart collection that is not yet complete.) Treat each work as if it were the only work of the

# BEST DOCUMENT AVAILABLE

composer in the collection. For excerpts from a single work, follow the provisions of b)-e) above.

21.17. [New]. If the work is a catalog of the works of an artist, do not apply 21.17. Instead, enter it under the heading for the person who wrote the catalog, or under a corporate name heading (see 21.1B2a) above), or under title, as appropriate.

21.23A-21.23B [New]. For sound recordings of one work (21.23A) or of two or more works all by the same person(s) or body (bodies) (21.23B), make whatever added entries are prescribed by the rules under which the choice of main entry for the work or works recorded was made (e.g., for a joint author or composer under 21.6C1; for an arranger under 21.18B; for a librettist under 21.19A), as well as any others provided for under 21.29-21.30.

Chief source of information:

L'ELISIR D'AMORE—Highlights

(Donizetti; Romani)

(Music by Donizetti; libretto by Romani, based on

Le philtre by Eugène Scribe)

Main entry under the heading for Donizetti as composer

(21.23A, 21.19A)

Added entries under the headings for Romani and Scribe

(21.19A)

21.23C-21.23D. [New]. In applying the rules and these interpretations, understand "performer" to mean a person or corporate body whose performance is heard on the sound recording. When a person performs as a member of a corporate body, do not consider him or her as a separate person to be a performer. However, do not consider a conductor or accompanist to be a member of the body he or she conducts or accompanies. Likewise, if a person's name appears in conjunction with the name of a group (e.g., "J.D. Crowe and the New South"), do not consider him or her to be a member of the group.

For recordings containing works by different composers or writers, follow the guidelines below in 1) deciding whether or not there are principal performers and 2) identifying the principal performers, if any. Then, if there are one, two, or three principal performers, apply 21.23C; if there are four or more, or if there is none, apply 21.23D.

The use of the term "principal performer" in 21.23C-D can lead to confusion since the term implies a performer who is more important (or, in the words of footnote 5 on p. 314, given greater prominence) than other performers. This interpretation, however, would often produce undesirable results: it would make main entry under the heading for a performer impossible under 21.23C when there is only one performer or when there are only two or three performers who are given equal prominence. It is, therefore, necessary to consider a performer's prominence in relation not only to that given other performers but also to the prominence given other entities, particularly the works performed.

Consider that a recording has a principal performer or principal performers when one or more performers are named in the chief source of information and the wording, layout, typography, etc., of the labels, container, accompanying material, etc., clearly present the activity of the performer(s), rather than the presentation of particular musical or written content, as the major purpose of the recording.

Once it has been decided that a recording has principal performers, consider to be principal performers, from among the performers named, those given the greatest prominence in the chief source of information. If all are given equal prominence, consider

# BEST DOCUMENT AVAILABLE

all to be principal performers.

In judging relative prominence on the basis of wording, layout, and typography, consider names printed in the same size and style of lettering and in association with one another to have equal prominence. When names appear in the same size and style of lettering but in different areas of the same source of information, consider those in a location implying superiority (e.g., a higher position) to have greater prominence. Do not consider names near the beginning of a list or sequence to have greater prominence than those near the end.

Chief source of information:

HOROWITZ ENCORES

(Works by several composers, played by Vladimir Horowitz, piano)

Main entry under the heading for Horowitz as principal performer

Chief source of information:

JESS WALTERS SINGS

CLASSIC POLK SONGS

Jess Walters, baritone

Hector Garcia, guitar

Main entry under the heading for Walters as principal performer

Chief source of information:

Joan Sutherland

SONGS MY MOTHER TAUGHT ME

Songs by Dvořák, Mendelssohn, Massenet, Gounod,

Delibes, Grieg, Liszt, and others

Richard Bonynge

The New Philharmonia Orchestra

Main entry under the heading for Sutherland as principal performer

Chief source of information:

BLONDES HAVE MORE FUN/ROD STEWART

(Songs by Stewart and others, sung by Stewart with instrumental ensemble)

Main entry under the heading for Stewart as principal performer

Chief source of information:

Jay & Lyn — Catskill

Mountain Goose Chase

(Works by various composers, performed by Jay Ungar, Lyn Hardy, and others; Ungar and Hardy are principal performers)

Main entry under the heading for Ungar

Added entry under the heading for Hardy

Chief source of information:

World Premiere Recording

20th Century Ukrainian Violin Music

LYATOSHINSKY

KOSENKO

HRABOVSKY

STANROVYCH

Eugene Gratovich, violin

Virko Baley, piano

Bertram Turetzky, contrabass

(One work by each of the four composers named; no principal performers)

Main entry under title

# BEST DOCUMENT AVAILABLE

Chief source of information:

MUSIC OF CHABRIER AND MASSENET  
Detroit Symphony Orchestra  
Paul Paray

(No principal performers)

Main entry under title

Chief source of information:

SOUTHERN CLAWHAMMER BANJO  
(Various performers)  
Main entry under title

Chief source of information:

SONGS OF THE WOBBLIES  
with  
Joe Glazer  
(Sung by Glazer, with instrumental ensemble; no principal performers)  
Main entry under title

Chief source of information:

LAS VOCES DE LOS CAMPESINOS  
Francisco García and Pablo and Juanita Saludada  
sing corridos about the farm workers and their  
union  
(Eight songs sung by García, seven sung by the Saludados; no principal performers)  
Main entry under title

Chief source of information:

(side 1)

Claude DEBUSSY

SONATE no 2 pour flûte, alto et harpe  
SYRINX pour flûte seule  
Christian Larde, flûte  
Gérard Caussé, alto  
Marie-Claire Janet, harpe

(side 2)

Albert ROUSSEL

TRIO OP. 40 pour flûte, alto et violoncelle  
IMPROVITU OP. 21 pour harpe seule  
Christian Larde, flûte - Gérard Caussé, alto  
Jean-Marie Gamard, violoncelle  
Marie-Claire Janet, harpe

(No principal performers)

Main entry under the heading for Debussy with uniform title for his Sonate no. 2

Added entries (name-title) under the headings for Debussy's Syrinx, Roussel's Trio op. 40, and Roussel's Impromptu op. 21 (21.7C, 21.7B)

21.29, 21.30. [New]. In making added entries for audiovisual materials, follow the general rules in 21.29, and apply, in addition to those in 21.30, the following guidelines:

1) Make added entries for all openly named persons or corporate bodies who have contributed to the creation of the item, with the following exceptions:

- a) Do not make added entries for persons (producers, directors, writers, etc.) if there is a production company, unit, etc., for which an added entry is made, unless their contributions are determined significant, e.g., the animator of an animated film; the producer/director of a student film, the director of a theatrical film; the filmmaker or developer of a graphic item

# BEST DOCUMENT AVAILABLE

attributed as author on the data sheet and/or prominently named on the accompanying material ("a film by")

In the absence of a production company, unit, etc., make added entries for those persons who are listed as producers, directors, and writers. Make additional added entries for other persons only if their contributions are determined significant.

b) If a person, filmmaker, developer of a graphic item, etc., is the main entry heading, do not make added entries for other persons who have contributed to the production, unless the production is known to be the joint responsibility or collaboration of the persons or the contributions are determined significant.

2) Make added entry headings for all corporate bodies named in the publication, distribution, etc., area.

3) Make added entries for all featured players, performers, and narrators with the following exceptions:

a) If, for a motion picture or videorecording, the main entry is under the heading for a performing group (in accordance with 21.1B2e), do not make added entries under the headings for persons performing as members of that group. If a person's name, however, appears in conjunction with and preceding and following the name of the group, do not consider him or her to be a member of that group.

b) If there are many players (actors, actresses, etc.), make added entries under the headings for those that are given prominence in the chief source of information. If that cannot be used as a criterion, make added entries under the headings for each if there are no more than three.

4) Similarly, make added entries under the headings for persons in a production who are interviewers or interviewees, delivering lectures, addresses, etc., or discussing their lives, ideas, work, etc., and who are not chosen as the main entry heading.

21.29D. [New]. Make added entries for all performers named on a sound recording (persons or corporate bodies) with the following exceptions:

1) Do not make an added entry for a person who functions entirely or primarily on the item being cataloged as a member of a corporate body for which an added entry is made. Do not consider a conductor or accompanist to be a member of the body he or she conducts or accompanies. If a person's name appears in conjunction with the name of a group (e.g., "J.D. Crowe and the New South"), do not consider him or her to be a member of the group.

2) If both the chorus and the orchestra of an opera company, opera house, etc., participate in a performance and both are named, along with the name of the parent body, make only a single added entry under the heading for the parent body.

## On recording:

Bolshoi Theater Orchestra and Chorus

Added entry under the heading for the theater

3) When a featured performer is accompanied by an unnamed group that, if it had a name, would be given an added entry as a corporate body, do not make added entries for the individual members of

# BEST DOCUMENT AVAILABLE

the group. Do not, however, apply this exception to jazz ensembles, even if one or more of the performers is given greater prominence than the others, i.e., normally make added entries for all the individual performers (except any who are covered by exceptions 4) and 5) below) in such cases.

4) Do not make an added entry for a performer who participates in only a small number of the works in a collection or for a performer whose role is minor (e.g., an announcer on a radio program).

5) Do not make an added entry for a performer who receives main entry heading as principal performer under 21.23C.

6) If there are many performers performing the same function (e.g., singers in an opera, actors in a drama), make added entries only for those who are given the greatest prominence in the chief source of information. If all are given equal prominence, make added entries only for those who are given prominence over the others in other places on the sound recording (e.g., the container, the program booklet, etc.) or, if that criterion does not apply, for those performing the most important functions (e.g., singing the principal roles, acting the principal parts).

## Chief source of information (labels):

L'ELISIR D'AMORE—Highlights  
(Donizetti; Romani)

Spiro Malas, Maria Casula, Joan Sutherland,  
Luciano Pavarotti, Dominic Cossa  
with the Ambrosian Opera Chorus  
and the English Chamber Orchestra  
conducted by  
Richard Bonynge

## Container:

Donizetti  
L'ELISIR D'AMORE Highlights  
JOAN SUTHERLAND, LUCIANO PAVAROTTI  
Dominic Cossa, Spiro Malas, Maria Casula  
Ambrosian Opera Chorus, English Chamber Orchestra  
RICHARD BONYNGE

## Added entries under the headings for Sutherland, Pavarotti, Bonynge, the chorus, and the orchestra, but not under the headings for Cossa, Malas, or Casula

If a composer is the main entry heading for a musical work and performs his or her own work(s), make an added entry to represent the performing function. If, however, the composer is represented not by the main entry heading but by a name-title added entry heading, then do not make the added entry to represent the performing function.

21.30. See 21.29.

21.30E. [New]. If a corporate body is a sponsor of a conference, make an added entry for the body in the following cases:

- 1) when the work is entered under the heading for the conference (21.1B2d)) and the body is prominently named;
- 2) when the work is entered under title and the body is named anywhere in the item.

If a prominently named corporate body functions as the issuing body for the series, make an added entry for the body only if it has responsibility for the work in addition to its responsibility for the series. In case of doubt, make an added entry.

If an added entry is needed on a sound recording for both

# BEST DOCUMENT AVAILABLE

the chorus and orchestra of an opera company, opera house, etc., make the added entry for the parent body alone. If an added entry is needed for the chorus alone or for the orchestra alone, make the added entry specifically for the body involved.

21.30L. [New]. Preliminary note. The following rule interpretation includes guidelines for tracing most, but not all, series. Once the results of applying these guidelines are apparent, librarians should feel free to send comments on the traced/not traced dichotomy herein prescribed.

### Series Numeration

Apply the optional provision for adding the numeric, etc., designation of the series, if present in the item, in the series added entry. Give it in in the form established on the series authority record.

### Series Tracing Guidelines

Rule 21.30L calls for making an added entry under the heading for a series if it provides a useful collocation. Although "useful collocation" is not itself defined, the rule describes three categories of series for which added entries are not considered useful. The intent of this rule, however, was not to require added entries for all types of series other than these three categories, but rather to allow individual institutions to define "useful collocation" in ways appropriate to their collections and users.

Following closely the most recent policy under AACR 1, the Library of Congress will continue to restrict to some degree the categories of monographic series for which added entries are made. This decision is based on a) the assumption that certain series are of relatively little importance in providing routine access to library materials, and b) the objection of a number of users of LC cataloging products to producing a great quantity of expensive and little-used series added entry cards for their already overburdened card catalogs.

### Guidelines

#### 1) Trace all series in the following categories:

- a) those published before the 20th century, including contemporary reprints of the same, without regard to the type of publisher;
- b) those entered under a personal author (note that this means ignoring the third category listed at the top of p. 325 of AACR 2)—whether these are monographic series or multipart items, without regard to the type of publisher;
- c) those published by any corporate body that is not a commercial publisher. (For this purpose, treat a university press as a noncommercial publisher);
- d) those published by small or "alternative" presses, i.e., small printing/publishing firms that, though commercial, are devoted to special causes or to branches of literature, usually without a mass audience.

#### 2) Do not trace series in the following categories:

- a) series in which the items are related to each other only by common physical characteristics;
- b) series in which the numbering suggests that the parts have been numbered primarily for stock control or to benefit from lower postage

# BEST DOCUMENT AVAILABLE

rates;

c) series published by a commercial publisher in which the title indicates primarily a literary genre, with or without the name of the publisher. (If, however, the title includes words that significantly narrow the focus of the literary genre or that indicate that the series is intended for a specialized audience (e.g., children), it is not primarily indicative of literary genre and should be traced);

d) series published by a commercial publisher in which the title conveys little or no information about the content, genre, audience, or purpose of the works in the series.

### 3) Also Trace series

a) that fall into both categories 1 and 2 above;

b) in special cases in which the cataloger feels that a useful collocation would be served by creating added entries for the series despite the lack of informative words in the series title;

c) in any case of doubt.

If a series established after January 1, 1981, clearly violates the intentions of these guidelines, change the series authority record to reflect these provisions and correct any bibliographic records in the MARC database in which the series has been handled under the earlier decision.

### Form of Series Added Entry Tracing

If the first series in the series area of the record is to be given an added entry and the series statement and numbering/designation

are in exactly the same form as the established series heading and form of numbering/designation, trace the series with the word "Series" followed by a period. If the presence of an initial article or an ISSN is the only difference between the series statement, etc., and the established heading, the word "Series" and a period may still be used for the tracing.

If there is any difference between the series statement, etc., and the established form of the series other than the two mentioned above, trace the series explicitly, using the word "Series" followed by a colon and the established heading and numeration, if any.

If more than one series is to be given an added entry, always trace explicitly series subsequently to the first even if the series statements are in the same form as the heading for the series.

If a series is being traced explicitly and the series statement for that particular series contains two or more numbers that are not consecutive, give in the tracing only the first number, followed by "etc." (without quotation marks and without brackets).

22.3D. [New]. For names of persons living in countries where orthographic reform has taken place (e.g., Indonesia/Malaysia, the Netherlands, Soviet Union), if the first item received gives the person's name in the old orthography, establish the name in that form; make a reference from the form in the reformed orthography. When, subsequently the first item with the name in the reformed orthography is received, change the heading to reflect the reformed orthography; make a reference from the earlier form.

If the person's works issued during his lifetime are all in the old orthography and posthumous publications begin to show the new orthogra-

# BEST DOCUMENT AVAILABLE

phy, delay changing the heading until 80% of the file agrees with the change to the new orthography.

22.5A. [New]. Establish the names of Filipino authors writing chiefly in Spanish according to the rules for Spanish names.

Establish the names of modern Filipino authors writing in English or in one of the indigenous languages (e.g., Tagalog, Ilocano) according to the guidelines below.

Modern Filipino names usually contain one or more forenames and the paternal surname. Sometimes the maternal surname is inserted preceding the paternal surname as a kind of middle name. Enter modern Filipino names under the last surname element. Refer from other surname elements that may precede the one chosen for entry. However, if surname elements are joined by a hyphen (or by the conjunctions "y" or "e"), enter under the first surname element. Refer from the other surname elements.

Pil, Teresita Veloso  
x Veloso Pil, Teresita

Demetrio y Radaza, Francisco  
x Radaza, Francisco Demetrio y

Mabbun-Leuterio, Mercedes  
x Leuterio, Mercedes Mabbun-

If the surname chosen for the entry includes a prefix (e.g., De, De la, Del), enter under the prefix. Refer from the element(s) following the prefix.

De Castro, Arturo  
x Castro, Arturo de

Note: Although many modern Filipino names are of Spanish origin, do not add Spanish diacritics unless they are used by the person.

22.8. [New]. Generally Ethiopian, Somalian, and Zairian personal names do not include a surname. Therefore, enter these names under the first element of the name. Refer from the last element and also from the next to last element whenever the name contains more than two elements.

Shifarraw Bizuneh  
x Bizuneh, Shifarraw

Maxamed Siyaad Barre, 1920-  
x Barre, Maxamed Siyaad, 1920-  
x Siyaad Barre, Maxamed, 1920-

Mobutu Sese Seko, 1930-  
x Seko, Mobutu Sese, 1930-  
x Sese Seko, Mobutu, 1930-

23.2A. [Rev.]. Apply the current policy for verification of place names.

- 1) For names in the United States, consult a recent edition of the Rand McNally Commercial Atlas and Marketing Guide.
- 2) For names in Great Britain, Australia, and New Zealand, consult a recently published gazetteer.

Note: For the two categories above, generally use in the heading the form found on the item at hand rather than a shortened form or unabbreviated form found in a gazetteer. (Cf. also 23.5A.)

# BEST DOCUMENT AVAILABLE

in source: Montgomery County  
gazetteer: Montgomery  
heading: Montgomery County (Md.)

in source: St. Joseph  
gazetteer: Saint Joseph  
heading: St. Joseph (Mo.)

For U.S. townships that are not local places, do not include "township" as part of the name used in the heading. (In some states these nonlocal townships are called towns.) If the name of such an entity conflicts with the name of another place in the same state, apply 23.4J if the conflict is with the name of another nonlocal township or 24.6B if the other place is not a nonlocal township.

- 3) For names in Canada, verify the name with the National Library of Canada.
- 4) For other names, consult the U.S. Board on Geographic Names (BGN). If BGN approves a romanized form that conflicts with LC's policy for the romanization of that language, use the LC form of romanization in the heading. If the BGN response indicates a brief form of the place name, generally select the long form as the heading except when BGN has provided an inverted form (cf. 23.5A).

BGN: Borno [brief] State      BGN: Sulzbach [brief] am Neckar  
heading: Borno State (Nigeria)      heading: Sulzbach am Neckar (Germany)

BGN: Coast [brief] Province      BGN: Vailly [brief]-sur-Sauldre  
heading: Coast Province (Kenya)      heading: Vailly-sur-Sauldre (France)

BGN: Kōra [brief]-chō  
heading: Kōra-chō (Japan)

If BGN approves both a vernacular and an English form (called a conventional name in BGN terminology), use the English form.

For the following names, use the English form even though BGN approves only a vernacular form:

Amoy	Kansu Province
Anhwei Province	Kiangsi Province
Bavaria	Kiangsu Province
Bosnia and Hercegovina	Kirin
Bruges	Kwangsi Chuang Autonomous Region
Canton	Kwangtung Province
Carinthia	Kweichow Province
Chekiang Province	Kyoto
Crete	Liaoning Province
Croatia	Louvain
Dairen	Lower Austria
East Flanders	Lower Saxony
Fukien Province	Maceronesia (Republic)
Ghent	Malacca
Harbin	Mantua
Heilungkiang Province	Mexico City
Hesse	Montenegro
Hokkaido	Ningsia Hui Autonomous Region
Honan Province	North Brabant
Hopeh Province	North Holland
Hunan Province	North Rhine-Westphalia
Hupeh Province	Nuremberg
Inner Mongolia	Osaka
Istanbul	Padua
Jaffa	Peking
Kalgan	Piraeus

# BEST DOCUMENT AVAILABLE

Port Arthur	Swatow
Rhineland-Palatinate	Syracuse
Saint Gall	Szechwan Province
Serbia	Tehran [instead of Teheran]
Seville	Tibet
Shanghai	Tientsin
Shansi Province	Tsinan
Shantung Province	Tsinghai Province
Shensi Province	Tsingtao
Sian	Tsitsihar
Sicily	Turin
Sinkiang Province	Upper Austria
Slovenia	West Flanders
South Holland	Yunnan Province
Styria	Zurich

Note: If a foreign name is established in an English form, use the same form whenever the name is used by more than one jurisdictional level or is used as part of another name.

Kyoto (Japan)  
Kyoto (Japan : Prefecture)  
not Kyōto-fu (Japan)

Cologne (Germany)  
Cologne-Deutz (Cologne, Germany)  
not Köln-Deutz (Cologne, Germany)

Do not follow the example "Union of Soviet Socialist Republics." BGN approves both "Union of Soviet Socialist Republics" and "Soviet Union." Use the short form "Soviet Union."

For the constituent republics of the Soviet Union, use the following headings:

Armenian S.S.R.	Lithuania
Azerbaijan S.S.R.	Moldavian S.S.R.
Byelorussian S.S.R.	Russian S.F.S.R.
Estonia	Tajik S.S.R.
Georgian S.S.R.	Turkmen S.S.R.
Kazakh S.S.R.	Ukraine
Kirghiz S.S.R.	Uzbek S.S.R.
Latvia	

For the United Kingdom, continue to use "Great Britain."

For the Federal Republic of Germany, use "Germany (West)." For the German Democratic Republic, use "Germany (East)."

For the Democratic People's Republic of Korea, use "Korea (North)." For the Republic of Korea, use "Korea (South)."

For Washington, D.C., use "District of Columbia" as the heading for the government of this name, with "Washington (D.C.)" used only as a location qualifier or as the entry element for cross references from place.

In dealing with London, use the heading

1) "Corporation of London" for items from the entity bearing this name that has administrative control over the 677-acre City of London.

2) "Greater London Council" for items from the entity bearing this name that has administrative control over the

# BEST DOCUMENT AVAILABLE

32 London boroughs which make up "Greater London" (excluding the City of London).

3) "London (England)" as the qualifier added to corporate headings (even though the body concerned is located in a borough or in the city of London) or as the entry element for cross references from place.

For all the governments that have controlled the mainland of China in all periods, use "China." For the post-1948 government on Taiwan, use "China (Republic : 1949- )." For the province of Taiwan, use "Taiwan."

For Jerusalem, use "Jerusalem."

23.4B. [Rev.]. Apply the first option in rule 23.4B to the names of cities, towns, etc. Apply it also to the names of all larger places below the national level except to

(1) the names of the states, provinces, territories of Australia, Canada, and the United States;

(2) the names of counties, regions, and islands areas in the British Isles (other than the counties of Northern Ireland);

(3) the names of the constituent states of Malaysia, the Soviet Union, and Yugoslavia; and

(4) the names of islands that are jurisdictions.

Bangkok (Thailand)  
Masindi (Uganda)  
Port Said (Egypt)  
Quito (Ecuador)  
Tokyo (Japan)  
Trondheim (Norway)  
Seine-et-Oise (France)  
Uttar Pradesh (India)  
Tyrone (Northern Ireland)

but

Humberside  
Kelantan  
Kirghiz S.S.R.  
New South Wales  
Pennsylvania  
Réunion  
Saskatchewan  
Slovenia  
Strathclyde

Apply the second option in rule 23.4B if the name of a larger place being added to a particular place name is in one of the categories specified in that option.

Bucks County (Pa.)  
Hull (Humberside)  
Entre-Deux (Réunion)  
Frunze (Kirghiz S.S.R.)  
Kota Bahru (Kelantan)  
Ljubljana (Slovenia)  
Lanark (Strathclyde)  
Philadelphia (Pa.)  
Regina (Sask.)  
Sydney (N.S.W.)

# BEST DOCUMENT AVAILABLE

When adding the name of a larger place as a qualifier, use the heading for the current name of the larger place. If the smaller place existed when the larger place had an earlier name, and the name in the item pertains to the earlier period, make a reference from the form that shows the earlier name of the larger place if the qualifier is appropriate for the smaller place. (Do not make such a reference for places in the British Isles.)

Kinshasa (Zaire)  
x Kinshasa (Congo)

If the smaller place has changed its name or has ceased to exist, use as a qualifier the name the larger place had during the period in which the name of the smaller place is applicable.

Tananarive (Madagascar Republic)  
not Tananarive (Madagascar)

23.4G. [Rev.]. Establish named parts of cities according to rule 23.4G even though the part may not have a government of its own. Continue to rely on BGN for the form of the name if BGN approval is applicable to the particular country. Add to the name the qualifier that is appropriate to its current status. Use this one heading for the entire period of the place's existence (including any earlier independent existence it may have had), provided the name remains constant.

Borgfelde (Hamburg, Germany)  
x Hamburg (Germany). Borgfelde

If the place once had an independent existence but changed its name when it was absorbed into the larger place, establish a heading for each name.

Endersbach (Germany)  
(For items issued before 1975)

Weinstadt-Endersbach (Weinstadt, Germany)  
(For items issued after 1974)  
x Weinstadt (Germany). Weinstadt-Endersbach

23.4J. [New]. If a name of a U.S. nonlocal township conflicts with the name of another nonlocal township within the same state, add the name of the county to each name. (In some states, these nonlocal townships are called towns.)

Spring (Berks County, Pa.)  
Spring (Centre County, Pa.)

If the name of a U.S. nonlocal township conflicts with the name of a place that is not a nonlocal township and both are within the same state, apply 24.6B.

24.1. [Rev.]. Continue the current policy of adding a comma to a series of words appearing in an English-language name except before an ampersand.

**Note:** If a heading established before January 1981 does not punctuate words in a series according to present policy, still consider the heading AACR 2.

If the form of name selected as the heading includes quotation marks around an element or elements of the name, retain them (cf. example in rule 24.7B4). Use American-style double quotation marks in the heading.

If the form of name selected as the heading consists of or

# BEST DOCUMENT AVAILABLE

contains initials, regularize the spacing and put one space after an initial that is followed by a word or other element that is not an initial and no space after an initial that is followed by another initial consisting of one letter.

form in source: F&H Denby  
form in heading: F & H Denby

form in source: U. S. D. A. Symposium ...  
form in heading: U.S.D.A. Symposium ...

form in source: B B C Symphony ...  
form in heading: B.C. Symphony ...

Precede or follow initials consisting of two or more letters with a space, e.g., "Gauley Bridge (W. Va.)," "Ph. D. Associates."

If the form of name selected as the heading includes a place name at the end and the place is enclosed within parentheses or is preceded by a comma-space, retain in the heading the punctuation as found.

If the form of name selected as the heading includes a Greek letter or a letter or symbol used to indicate a trademark, a patent, copyright, etc., bracket an equivalency, explanation, etc., as appropriate.

If the form of name selected as the heading includes an abbreviation, retain in the heading the abbreviation as found.

form in source: Dirección de la Energía/Div.  
Estadística//Secc. Información  
form in heading: Buenos Aires (Argentina : Province).  
Dirección de la Energía. Div.  
Estadística. Secc. Información

Note: If the heading was established before January 1981 and the body's name appears in the heading without quotation marks although the body's predominant usage shows quotation marks around one or more elements, consider the heading AACR 2 compatible.

established heading: Istituto tecnico C. Gemmellaro  
di Catani  
AACR 2 form: Istituto tecnico "C. Gemmellaro" di Catani  
(Consider the established heading AACR 2 compatible)

24.2. [New]. If a heading is needed for a proposed body, use the name found in the available sources. If the body is actually established later and the established name differs from the proposed name, use the established name in the heading and treat the proposed name as a variant form.

Universities of North America frequently have main library buildings named in honor of someone, e.g., "The Joseph S. Regenstein Library of the University of Chicago," while the library complex itself is called by a generic term instead of the honorific, e.g., "The Libraries of the University of Chicago." When the distinction between the building's name and the library's name can be made in this way, use the library's name as the basis for the heading even if it can be found only off the chief source or outside the item. Limit research, however, to the most obvious reference sources.

24.2C. [New]. For names of corporate bodies that are located in countries where orthographic reform has taken place (e.g., Indonesia/Malaysia, the Netherlands, Soviet Union), if the first item received gives the name of the corporate body in the old orthography, establish the name

# BEST DOCUMENT AVAILABLE

in that form; make a reference from the form in reformed orthography. When, subsequently, the first item with the name in the reformed orthography is received, change the heading to reflect the reformed orthography; make a reference from the earlier form. Note that variant names resulting from orthographic reform are treated as such rather than as a change of name.

24.3A. [Rev.] Do not apply the alternative rule found in footnote 8 to rule 24.3A.

If the name of a corporate body appears in different languages in formal presentations in the chief sources of the body's own items, apply the following:

- 1) If one of these is in the official language of the body, use it.
- 2) If the body has two or more official languages, one of which is English, use the English form.
- 3) If the body has two or more official languages, none of which is English, use the form in the language predominantly used in items issued by the body.
- 4) If the official language of the body is not known, use the form in the official language of the country in which the body is located if the country has a single official language.
- 5) If categories 1)-4) are not applicable, use the English, French, German, Spanish, or Russian form, in this order of preference. If none of these apply, use the form in the language that comes first in English alphabetic order.

If the body is an international one and its name appears in English in formal presentations in the chief sources of its own items, use the English form (24.3B). If there is no English form, apply the above provisions.

24.4C. [Rev.] When two or more bodies have the same name, 24.4C requires the addition of a qualifier to each name. Do not, however, apply 24.4C to a heading for a conflicting nongovernment body covered by 24.13, type 3 nor to a conflicting government body covered by 24.18, type 2 or type 3 when the body lacks the name of the government (or an understandable surrogate) in its own name.

Arlington Development Center (Tex.)  
(Independent nongovernment body)  
Arlington Development Center (Calif.)  
(Government body belonging to Arlington)  
Infodata, Inc. Arlington Development Center  
(Subordinate nongovernment body)  
South Dakota. Arlington Development Center  
(Government body belonging to South Dakota)

Note that 24.4C specifies that a qualifier is added to each name when two or more bodies have the same or similar names.

For nonconflicting names, 24.4C provides for various additions to corporate names as qualifiers. This rule emphasizes place names as the appropriate qualifier. Certainly other categories of qualifiers are possible (cf. 24.4B, 24.4C8). Considering solely the issue of qualifying by place name, one notes that even after having made the decision to apply 24.4C2-24.4C5, a decision remains as to which place name should serve as the qualifier. In sum, the direction contained in the rule is to use a local place name unless the body has a non-local character, in which case the direction is to use the name of the country for bodies national in character, the name of the province for bodies provincial in character, etc. This leaves it to the cataloger's judgment to decide which place name to use, depending on an assessment of the body's character (or activities), based on the cata-

# BEST DOCUMENT AVAILABLE

logger's experience and whatever knowledge or hints are available. There are no rules or rule interpretations for this assessment.

Once the cataloger has assessed the body's character, etc., then there are at least three situations in which catalogers need advice:

1) The cataloger knows precisely the range of activities of the body, but the extent of these activities corresponds to no jurisdiction, district, etc. For example, the body covers four counties of one of the U.S. states. Then, qualify by the name of the jurisdiction just above those involved, e.g., the state if counties are involved, the nation if states are involved, etc.

2) The cataloger has only certain clues as to the body's character, etc. One obvious clue is the presence of words such as "national," "state," "provincial," etc. Generally choose the qualifier that matches these words, if you really are in doubt about the body's character. (If you know that a body called "national" is actually local, this paragraph does not apply.) In other cases, if the clues indicate that the body is either one or the other of two possibilities, e.g., it must be either municipal or county-wide, generally use the broader of the two possible qualifiers, e.g., the county instead of the city.

3) The cataloger has no knowledge or clues as to the body's character, etc., and therefore the assessment mentioned at the outset results in "I do not know and cannot guess." In this situation, qualify by the name of the country. Use this solution as a genuine last resort, however, not as a substitute for the assessment required.

The remainder of this statement is mainly for the question of when, in cases other than conflict, a qualifier should be added.

## Nongovernment bodies

If a nongovernment body is entered under its own name, add a geographic qualifier unless one or more of the following apply:

- 1) In effect, the qualifier is already present.
- 2) The body is a business firm. If there is any doubt whatsoever as to whether a body is a business firm, consider that it is not so.
- 3) The body is an international one. If, however, the name comes to conflict, use your own judgment of the case: founding dates, some geographic qualifier, or something else that may occur to you as appropriate.
- 4) The name of the body is a very distinctive one. (Usually, but not always, this means that the name includes a proper noun or adjective that gives the whole name a very individual character. Note that proper nouns or adjectives merely indicating a field of study, interest, activity, etc., cannot usually be considered as individualizing the whole name, e.g., "Latin American" in "Center for Latin American Studies.")

## Government bodies

If a government body other than an institution (see below) is entered under its own name, add the name of the government as a qualifier unless the government's name (or an understandable surrogate of the government's name) is already present in the name. Note that the qualifier is required even if the name includes a proper noun or adjective (other than the name or the surrogate of the name of the government).

# BEST DOCUMENT AVAILABLE

If, however, the body is an institution (school, library, laboratory, hospital, archive, museum, prison, etc.), do not qualify its name when it is a very distinctive one (cf. point 4 above under "Nongovernment bodies"). If one of these names comes to conflict, however, apply 24.18, type 3. (If the non-conflicting name is not distinctive, add the name of the government.)

For the various forest and range experiment stations of the U.S. Forest Service that are independently entered, use the local place as the qualifier if the name is not distinctive.

Whenever the heading for a place name is qualified by the name of a larger place, retain the qualification when the heading for the smaller place is itself used as a qualifier. For the form of this qualifier and its punctuation see the following example:

name of body needing qualifier: Conference on  
Astrophysics

heading for qualifier: Chicago (Ill.)

heading: Conference on Astrophysics (1978 :  
Chicago, Ill.)

For the insertion of the comma between "Chicago" and "Ill.," see rule 23.4A. Note that other qualifications, e.g., "(Province)," "(East)," "(West)," "(North)," "(South)," "(Republic)," are not retained (cf. the second paragraph of rule 24.4C1).

If two bodies have the same name and one is located in East Germany and the other is in West Germany (or one is located in North Korea and the other is in South Korea) and the country qualifier is appropriate to each body, use as qualifiers

[name] (Germany : East) [name] (Korea : North)

[name] (Germany : West) [name] (Korea : South)

If two bodies have the same name, one is located in East Berlin and the other is in West Berlin, and the local place qualifier is appropriate to both bodies, use as qualifiers

[name] (Berlin, Germany : East)

[name] (Berlin, Germany : West)

Note: If a heading established before January 1981 conflicts with another heading but lacks a qualifier, consider it non-AACR 2.

When a non-conflicting heading established before January 1981 does not include a geographic qualifier but should according to current guidelines, consider the heading AACR 2.

established heading: Bicentennial Committee on Historic  
Houses

AACR 2 form: Bicentennial Committee on Historic Houses  
(Morris, Conn.)  
(Consider the established heading AACR 2)

24.5C1. [Rev.]. If the adjectival term or terms indicating incorporation or state ownership of a commercial enterprise appears initially or medially in the name, it is ipso facto an integral part of the name. If the term appears at the end of the name, treat it as a part of the name only if the term is necessary to show that the name refers to a corporate body.

# BEST DOCUMENT AVAILABLE

Note: If a heading established before January 1981 contains a separable term of incorporation that does not agree with AACR 2 capitalization ("inc.", "ltd.", etc.), consider it AACR 2 compatible in all cases, whether or not the term would be retained under AACR 2.

established heading: Press Association, ltd.

AACR 2 form: Press Association

(Consider the established heading AACR 2 compatible)

established heading: Art Nouveau, inc.

AACR 2 form: Art Nouveau, Inc.

(Consider the established heading AACR 2 compatible)

If an established heading contains a separable term that does agree with AACR 2 capitalization but the term itself would not be retained under AACR 2, consider the established heading AACR 2 compatible.

established heading: Schweizerisches Ost-Institut, A.G.

AACR 2 form: Schweizerisches Ost-Institut

(Consider the established heading AACR 2 compatible)

If a heading established before January 1981 does not include such a separable term of incorporation but should according to AACR 2, consider the established heading AACR 2 compatible.

established heading: Daumier Prints

AACR 2 form: Daumier Prints Inc.

(Consider the established heading AACR 2 compatible)

24.6. [Rev.]. When a succession of jurisdictions would be entered under the same name, use one heading for all, no matter what differences there are between the jurisdictions.

North Carolina

not North Carolina (Colony)  
North Carolina (State)

Hawaii

not Hawaii (Kingdom)  
Hawaii (Republic)  
Hawaii (State)

Texas

not Texas (Republic)  
Texas (State)

India

not India (Dominion)  
India (Republic)

However, in exceptional cases, when the addition of a qualifier to a name to reflect its current status results in a heading for an entity that has only a remote relationship to an earlier entity with the same name, use two headings.

Brabant (Belgium)

Brabant (Duchy)

not Brabant (Belgium)

Naples (Italy)

Naples (Kingdom)

not Naples (Italy)

Do not qualify the name of a sovereign nation when it conflicts with the name of another place that is not a sovereign nation.

Italy (Tex.)

Italy

When the name of a state, province, or territory in Australia, Canada, or the United States; of a British county, region, or islands area; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island that is a jurisdiction conflicts with the name of a place within the same larger jurisdiction, add the type of government as a qualifier to the larger geographic entity.

# BEST DOCUMENT AVAILABLE

Malacca (Malacca)	Durham (Durham)
Malacca (State)	Durham (County)
<u>not</u> Malacca	<u>not</u> Durham
New York (N.Y.)	
New York (State)	
<u>not</u> New York	

When the name of a state, province, or territory in Australia, Canada, or the United States; of a British county, region, or islands area; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island that is a jurisdiction conflicts with the name of a place in another jurisdiction, qualify the latter only.

Alberta (Va.)	Victoria (Tex.)
Alberta	Victoria
<u>not</u> Alberta (Province)	<u>not</u> Victoria (State)
Corsica (S.D.)	Dorset (Vt.)
Corsica	Dorset
<u>not</u> Corsica (Dept.)	<u>not</u> Dorset (County)
Virginia (Minn.)	
Virginia	
<u>not</u> Virginia (State)	

Exception: Use "Washington (State)" as the heading for the State of Washington.

If the name of a U.S. nonlocal township (called towns in some states) conflicts, apply the following:

- 1) If the conflict is with the name of a local place within the same state, add
  - a) the name of the state to the local place; and
  - b) the name of the state and "Township" (or "Town") to the name of the nonlocal township.  
  
Passaic (N.J.)  
Passaic (N.J. : Township)
- 2) If the conflict is with both the name of a local place and the name of another nonlocal township, all of which are within the same state, add
  - a) the name of the state to the local place; and
  - b) the name of the county, the name of the state, and "Township" (or "Town") to the names of the nonlocal townships.  
  
Berlin (Wis.)  
Berlin (Green Lake County, Wis. : Town)  
Berlin (Marathon County, Wis. : Town)
- 3) If the conflict is only with the name of another nonlocal township within the same state, apply 23.4J.

24.13, type 2. [Rev.]. Note that "e.g." means only "for example." Bodies called by terms other than "committee" and "commission" come under this type (cf. the fourth example). Some other words are "administration," "advisory ... " (e.g., "advisory panel"), "agency," "authority," "board," "bureau," "office," "panel," "service," "task force," "work group," "working party." Conversely, some commonly used words that have been rejected as falling into type 2 are "council," "project,"

# BEST DOCUMENT AVAILABLE

"program." For the type's second criterion "providing the name of the higher body is required for the identification of the subordinate body," use judgment. A rule interpretation will not be developed in advance, but can be developed later if problems arise.

24.13, type 3. [Rev.] If a body has the same name as another body already established in the catalog, then according to this rule, subordinate entry is required for the body being established. In determining if a conflict exists, it does not matter if the other body is established independently or subordinately or if it is an earlier name covered by a see reference to its later name (cf. RI 26.3); however, the existing heading for the other body must be reviewed in the light of 24.4C, 24.13, type 3, or 24.18, type 3, and changed if necessary. (Ignore names used only as variants.)

The type also is intended to cover some other cases in which one does not find any evidence in the catalog of another body with the same name. These are primarily the cases in which the names are similar to those illustrated under type 3: Names that one knows are repeated from organization to organization even without any concrete evidence. Naturally, there will be a gray area. If it is felt that too much is falling within this gray area, a rule interpretation will be developed.

24.13, type 4. [New]. Make a direct reference from the name of the subordinate body if its name appears without the name of its parent body on the chief source of one of its own publications. When making the reference, qualify the name with the name of the parent body (cf. 24.4C8).

24.13, type 5. [Rev.]. Base the determination of "entire name" on the form used in the heading for the higher or related body. However, if a subordinate body of a directly entered U.S. government body includes the entire name of its parent body except for a difference in the form used for the term "United States," regard the name of the subordinate body as including the "entire name" of the body.

name of subordinate body: South Carolina Advisory Committee to the U.S. Commission on Civil Rights

heading for parent body: United States Commission on Civil Rights

heading for subordinate body: United States Commission on Civil Rights. South Carolina Advisory Committee

Type 5 is not applicable to cases in which the subordinate body and the parent body have the same name except for the element of location in the subordinate name. The subordinate body must have some sort of element in its name other than location for it to be "a name that includes ...".

name: State University of New York at Buffalo  
heading: State University of New York at Buffalo  
not State University of New York. State University of New York at Buffalo

name: Camden Friends of the Earth  
heading: Camden Friends of the Earth  
not Friends of the Earth. Camden Friends of the Earth

Do not apply type 5 to the names of U.S. state universities that include the name of the statewide system.

# BEST DOCUMENT AVAILABLE

name: University of Nebraska Medical Center  
heading: University of Nebraska Medical Center  
not University of Nebraska (Central administration).  
Medical Center

Routinely make a reference from the entire name of a body entered under type 5 if the name does not belong to 24.13, type 1.

American Legion. Auxiliary  
 American Legion Auxiliary

Auburn University. Agricultural Experiment Station  
 Agricultural Experiment Station of Auburn University

24.18, type 2. [Rev.]. Test a name against this type only if it contains "a word that normally implies administrative subordination." Whether or not a word has such an implication depends on whether it is used commonly in a particular jurisdiction as part of the names of government subdivisions. Use judgment; if in doubt, consider that the word in question does not have such an implication. For names of government bodies within the U.S., we shall attempt a higher degree of uniformity by making a list of words used within the U.S. that normally imply administrative subordination. In addition to "committee" and "commission" (cf. the rule), here are some other words with which to begin the list:

administration	office
advisory ... (e.g., advisory panel)	panel
agency	service
authority	task force
board	work group
bureau	working party

Conversely, here are some commonly used words which have been rejected as falling into type 2:

council  
project  
program

If the name passes the test described above, then evaluate it in terms of the second criterion in type 2: "providing the name of the government is required for the identification of the agency." Apply this criterion in the following way: If either the name of the government is stated explicitly or implied in the wording of the name, or the name contains some other element guaranteeing uniqueness (usually a proper noun or adjective), enter it independently; in all other cases, enter the name subordinately. Apply this interpretation to the names of agencies at any level of government. (If variant forms in the body's usage create doubt about whether or not the name includes the name of the government (as defined above), do not consider the name of the government as part of the name of the body.)

If according to type 2 and this interpretation the body is entered under its own name, add the name of the government as a qualifier unless this name or an understandable surrogate is already present in the body's name (cf. 24.4C).

This interpretation cannot apply to headings for bodies that have the same name. For these, type 3 of 24.18 requires entry under the heading for the government provided the body lacks the name of the government (or an understandable surrogate) in its own name. If the name of the conflicting body contains the name of the government (or an understandable surrogate), enter the body independently and add as a qualifier the appropriate geographic entity of which the body is a part (cf. 24.4C).

# BEST DOCUMENT AVAILABLE

24.18, type 3. [Rev.]. If a body has the same name as another body already established in the catalog, type 3 of 24.18 requires entry under the heading for the government provided the body lacks the name of the government (or an understandable surrogate) in its own name. If the conflicting name of the body being established contains the name of the government (or an understandable surrogate), enter the body independently and add an appropriate qualifier (cf. 24.4C). In determining if there is a conflict, it does not matter if the other body is established independently or subordinately or if it is an earlier name covered by a see reference to its later name; however, the existing heading for the other body must be reviewed in the light of 24.4C, 24.13, type 3, or 24.18, type 3, and changed if necessary. (Ignore names used only as variants.)

For an understanding of the "or is likely to be" aspect of type 3, apply the following interpretation:

If the body is at the national level of government, enter the name under the heading for the government in the following case only: the name indicates no more than a type of body. For example, enter subordinately

Research Center  
Library  
Technical Laboratory

Enter independently, however,

Population Research Center (U.S.)  
Nuclear Energy Library (U.S.)  
Technical Laboratory of Oceanographic  
Research (U.S.)  
National Institute on Alcohol Abuse and Alcoholism (U.S.)  
Corporation for Public Broadcasting (U.S.)

If the body is below the national level, enter it subordinately unless either the name of the government is stated explicitly or implied in the wording of the name or the name contains some other element guaranteeing uniqueness absolutely (usually a proper noun or adjective). (If variant forms in the body's usage create doubt about whether or not the name includes the name of the government (as defined above), do not consider the name of the government as part of the name of the body.)

If according to type 3 and this interpretation the body is entered under its own name, add the name of the government as a qualifier unless this name or an understandable surrogate is already present in the body's name (cf. 24.4C).

24.20B. [New]. As necessary, add a closing date to a heading containing the years of reign or incumbency.

United States. President (1977-1981 : Carter)

24.21B. [Rev.]. Ignore the heading for the U.S. House of Representatives shown in one of the examples in rule 24.21B. Continue to establish new subdivisions under the existing heading.

United States. Congress. House.  
(Consider the heading AACR 2)

When a subordinate unit is entered as a subheading of a particular chamber of a legislature, generally do not make a reference from the unit as a direct subheading of the legislature.

24.21C. [Rev.]. Continue current policy and apply the treatment of legislative subcommittees of the U.S. Congress also to legislative sub-

# BEST DOCUMENT AVAILABLE

committees of certain U.S. states.

Make a reference from the name of the subcommittee as a direct subheading of the chamber to which the parent committee belongs if the name of the subcommittee is unique within the legislature.

United States. Congress. Senate. Committee on Foreign Relations. Subcommittee on Canadian Affairs.  
x United States. Congress. Senate. Subcommittee on Canadian Affairs

24.24A. [New]. For forms for component branches, command districts, and military units of military services, define "component branch, command district, or military unit" as an agency which constitutes

1) A unit subject to combat service or an administrative unit over such units.

commands  
corps  
fleets  
general staffs  
military districts  
regiments or divisions of infantry, etc.

2) A unit that serves as a direct support unit to category 1.

corps of engineers  
legal units, e.g., judge advocate general  
material command  
medical corps  
military police  
transport services

This means treating the following types of bodies under general rules:

forts, bases, camps, airfields, etc.  
research agencies, e.g., laboratories, research centers,  
institutes, experiment stations, museums  
schools, e.g., service academies, Air University  
musical groups, e.g., military bands, choirs, etc.  
armories, arsenals  
base hospitals, other hospitals

24.27C. [New]. For dioceses of the Church of England, make a reference from the name of the place named in the heading if the place name is the same as a local place. Construct the heading in the following form: name of the local place, followed by "Diocese" and "Church of England."

Church of England. Diocese of Ely  
x Ely (Cambridgeshire : Diocese : Church of England)

24.27C3. [Rev.]. If the name of the see itself, as given, would be a heading and this heading would include a larger geographic qualifier, according to the option applied under 23.4B, then add the qualifier within parentheses. Make a reference from the name of the place named in the heading in the following form: name of the local place, followed by the term for the type of body ("Patriarchate," "Diocese," "Province," etc.) and "Catholic Church."

Catholic Church. Archdiocese of Santiago de Cuba  
x Santiago de Cuba (Cuba : Archdiocese : Catholic Church)

# BEST DOCUMENT AVAILABLE

Catholic Church. Diocese of Uppsala (Sweden)  
x Uppsala (Sweden : Diocese : Catholic Church)

Catholic Church. Diocese of Ely (Cambridgeshire)  
x Ely (Cambridgeshire : Diocese : Catholic Church)

Catholic Church. Ukrainian Catholic Archeparchy of  
Philadelphia (Pa.)  
x Philadelphia (Pa. : Archeparchy : Catholic Church)

Catholic Church. Vicariate Apostolic of Zamora (Ecuador)  
x Zamora (Ecuador : Vicariate Apostolic : Catholic Church)

**25.3A. [New].** For items published in countries where orthographic reform has taken place (e.g., Indonesia/Malaysia, the Netherlands, Soviet Union), record the data appearing in the area preceding the physical description area and in the series area exactly as found in the source of information with regard to orthography.

For monographs, apply the following: On the bibliographic record for any edition of a work whose title proper contains a word in the old orthography, provide a uniform title reflecting the new orthography, even though no edition with the reformed orthography has been received.

For serials, apply 21.2A and 21.2C.

**25.3B. [New].** If the title proper of a work includes an alternative title and a uniform title is needed for the work (e.g., the item being cataloged is a translation or the work is used in a subject or added entry), omit the alternative title from the uniform title. This same uniform title is used in all entries for the work. (Existing records in which the work appears as a main or secondary entry must be changed.)

**25.3B. [New].** If the title proper begins with a statement of responsibility, use judgment in deciding whether or not the statement may be separated. For example, to take two rather obvious cases:

1) For the title proper "Shakespeare's King Lear," "Shakespeare's" can be separated, and so the uniform title "King Lear" is used. In general, make a name-title reference from the title proper for a work entered under a personal or corporate heading (cf. 25.2D2).

2) For the title proper "The John Franklin Bardin omnibus," "John Franklin Bardin" is not separable and no uniform title is used.

Between these two obvious extremes, handle more ambiguous cases according to one's best judgment, i.e., use "feeling" and examination of typography and layout of the chief source and other expressions of the title (cover title, running title, etc.).

**25.5B.** Add the following as the final paragraph, Cataloging Service Bulletin, no. 12:

If a comic strip, single panel cartoon, etc., is entered under its title, establish a uniform title for the work that consists of its title, followed by an appropriate parenthetical qualifier (e.g., "Batman (Comic strip)").

**25.5D. [New].** When naming a language in a uniform title, base the name on the form used in the latest edition of Library of Congress Subject Headings or its published supplements. If the language is not listed, request the Subject Cataloging Division to establish it.

**25.6A2. [New].** Although the title of a part title contains a general term that can be abbreviated (e.g., "Preface," "Number ..."), or contains a general term in a foreign language that has an English equivalent

# BEST DOCUMENT AVAILABLE

(e.g., "... Band," "Livre ..."), give the term in the exact form that is found in the source used for establishing the uniform title.

Groupes algébriques. Tome 1  
not Groupes algébriques. T. 1  
not Groupes algébriques. Volume 1  
not Groupes algébriques. Vol. 1

When the title of a part title entered subordinately consists of both numbering and a specific title, give the number alone before the specific title. Omit such terms as "volume," "part," "tome," etc., that appear with the number. (Do not apply this to uniform titles for serials, monographic series, and parts of musical works; cf. 12.1B4, RI 1.6H, RI 25.32Al.)

Introduction à la Bible. 1. Introduction générale  
not Introduction à la Bible. Tome 1. Introduction générale

25.8-25.9. [Rev.] The collective uniform titles "Works" and "Selections" are used frequently enough to make it advisable to use additions for the purposes of making these collective titles distinct, of insuring that translations file after editions in the original language, and of distinguishing between two or more editions published in the same year. To achieve these objectives, apply the following when using "Works" or "Selections":

1) When an item is first cataloged, add the date of publication of the edition at the end of the uniform title. (If a multipart item is incomplete, give the earliest known date.) Give the date in the form it would have in an analytical added entry. Add the date in all cases, including translations. When making a reference from the title proper of the item (25.2D2), add the date at the end of the title proper in all cases.

If two editions bear the same publication date and it becomes necessary to refer to a particular edition in a secondary entry, add the publisher's name after the publication date in the most succinct but intelligible form. Make this addition to the uniform title of the edition(s) needing to be distinguished for secondary entry. Make changes to existing records as appropriate to insure that all iterations of a particular title, including those on series treatment cards, are the same. If different editions are published in the same year by the same publisher, add an appropriate qualification to the publisher's name.

The following titles illustrate the application of these guidelines:

[Works. 1902]	
[Works. 1904]	
[Works. 1904. Lovell]	(bibliographic record)
[Works. 1904. Lovell]	(series authority record)
Works. 1904. Lovell ; v. 1.	(series added entry)
Works. 1904. Lovell ; v. 2.	(series added entry)
[Works. 1904. Lovell (Eldorado Ed.)]	(bibliographic record)
[Works. 1904. Lovell (Eldorado Ed.)]	(series authority record)
Works. 1904. Lovell (Eldorado Ed.) ; v. 1	(series added entry)
[Works. 1920]	
[Works. 1930]	(bibliographic record)
[Works. 1930]	(series authority record)
Works. 1930 ; v. 2.	(series added entry)
[Works. 1969]	
[Works. German. 1911]	
[Works. German. 1922]	(bibliographic record)

# BEST DOCUMENT AVAILABLE

[Works. German. 1922]	(bibliographic record)
[Works. German. 1922]	(series authority record)
Works. German. 1922 ; Bd. 1.	(series added entry)
[Works. German. 1924. Propyläen]	(bibliographic record)
[Works. German. 1924. Propyläen]	(series authority record)
Works. German. 1924. Propyläen ; Bd. 1.	(series added entry)
[Works. German. 1924. Rösl]	(bibliographic record)
[Works. German. 1924. Rösl]	(series authority record)
Works. German. 1924. Rösl ; Bd. 2.	(series added entry)
[Works. German. 1966]	
[Works. Portuguese. 1944]	
[Works. Spanish. 1972]	

3) Adjust an existing authority record to agree completely with the title being cataloged (e.g., add the date, delete references not applicable to the title being cataloged).

25.8-25.11. [Rev.]. Except as noted below, assign a collective uniform title to an item at the first instance of appropriateness, i.e., do not defer the adding of a collective uniform title until the file under the heading is voluminous.

For collections covered by 25.10, use a collective uniform title only in the following situations:

- a) the title proper of the collection is indistinctive;
- b) the collection lacks a collective title proper (1.1G).

Hugo, Victor, 1802-1885  
[Correspondence. Selections]  
Correspondance entre Victor Hugo et Pierre-Jules Hetzel

Faulkner, William, 1897-1962  
[Short stories. Selections]  
Uncollected stories of William Faulkner

James, Henry, 1843-1916  
[Short stories. Selections]  
The author of Beltraffio ; Pandora ; Georginna's reasons ;  
The path of duty ; Four meetings

In all other cases, do not use a collective uniform title. This means disregarding the wording of the other title information, parallel title, etc., that indicates that the item is a collection and ignoring the fact that the title proper may be identical to the title of one of the works in the collection. For collections containing works in translation, use the uniform title of the collection in the original language if there is explicit evidence that the translated collection existed in the original and the collection in the original language does not bear a collective uniform title.

Squire, John Collinse, Sir, 1884-1958  
The birds and other poems

Wilde, Oscar, 1854-1900  
Birthday of the infanta and other tales

Extend the use of collective uniform titles to collections entered under a corporate name whenever the particular circumstances warrant it (e.g., collections of official communications by a head of state, collections of encyclical). Note that the application of 25.8-25.11 is restricted to collections for which a single person or a single corporate body is responsible.

In any case of a 25.8-25.11 collection containing three or more works, generally do not make analytical added entries for any of

# 25.13. [Rev.] COLLECTIVE UNIFORM TITLES

the works in the collection. This applies both to collections with a uniform title and those without. (For the exception for music sound recordings, see LC RI 25.35-25.36.)

Under any of the collective uniform titles ("Short stories," "Laws, etc.") other than "Works" or "Selections" (see LC RI 25.8.-25.9) a difference in titles proper would separate originals from translations and likewise would separate unrevised editions as well as the various publications of a single edition. Such collective uniform titles are also not adequate for the proper identification of a work being used in a secondary entry. Because of these inadequacies, apply collective uniform titles with the principle found in 25.5C always in mind. The "appropriate designation to distinguish" between one work and another (or to bring them together) will usually be the title proper of each work. Note, however, that the designation should be tailored to fit each case, so that there are possibilities other than the title proper (editor, translator, publisher, compiler, etc.) and that the title proper, if used, may be shortened. Do whatever makes the most sense in the particular case. The following examples are merely illustrative of this point; they are not meant to be prescriptive for the particular works shown:

Great Britain  
[Laws, etc. (Halsbury)]  
Halsbury's statutes of England...

United States  
[Laws, etc. (U.S. code)]  
United States code...

Maugham, W. Somerset  
[Short stories (Heinemann)]

Complete short stories...

Apply this technique of qualifications only retrospectively, i.e., after the need to bring together differently titled items becomes an actuality or to refer to a particular work in a secondary entry when this work is not the only one bearing the same collective uniform title in the catalog. Then, it will be necessary to revise the earlier entry or entries.

25.13. [Rev.] When a heading for a composite manuscript or manuscript group contains the name of the repository, use the name of the repository that currently has possession of the manuscript (or the repository that last held the manuscript if it no longer exists). Use the current name of the repository in all cases. Make a reference from the repository given on the item being cataloged if it is not the repository used in the heading.

British Library. Manuscript. Arundel 384  
x British Museum. Manuscript. Arundel 384

For the form of the repository's designation, use the form found on the first item received. For consistency, use this same form in subsequently established headings. However, if later items show another form as the predominant one, change the existing headings.

British Library. Manuscript. Additional 39996  
British Library. Manuscript. Additional 43487

France. Bibliothèque nationale. Manuscript. Français 95  
France. Bibliothèque nationale. Manuscript. Français 2137

25.15A1. [Rev.] Use "Laws, etc." also for parts of collections to which

# BEST DOCUMENT AVAILABLE

"Laws, etc." has been assigned, unless the part constitutes a subject compilation. In the latter case, use the citation title of the part as the uniform title if there is one. If there is no citation title, base the uniform title, if one is needed, on the title proper (cf. 25.3) or on reference sources (cf. 25.4).

25.32. [New]. Add to the uniform title for a part or parts of an individual work any appropriate element (e.g., "Libretto" or "Text" (25.31B5), language (25.31B6-25.31B7), "Selections" (25.32B1)).

Aida. Celeste Aida. Text. English & Italian

Ring des Nibelungen. Walküre. Libretto. Polyglot.  
Selections

25.35. [New]. Do not add a date of publication, etc., to the uniform title "Selections" when this is used for collections of musical works by one composer (unless the uniform title is being used in an analytical added entry (cf. 21.30M)).

25.35-25.36. [New]. If a sound recording collection contains three, four, or five musical works entered under a single personal name heading, enter the collection under the collective uniform title appropriate to the whole item. Make name-title analytical added entries for each work in the collection. For excerpts from one work, make a separate analytical added entry for each excerpt unless there are two or more excerpts numbered consecutively (25.6B1) or three or more unnumbered or nonconsecutively numbered excerpts (25.6B3). (Do not apply these provisions to sound recording collections of pop, folk, ethnic, or jazz music or to multipart collections that are not yet complete.)

25.36. [New]. For collective uniform titles for vocal works that have been formulated according to 25.36A-25.36B, apply the following:

- 1) If the collection consists of texts alone, add "Librettos" or "Texts" as appropriate (cf. 25.31B5). If it contains both librettos and other texts set to music, use "Texts."
- 2) If the collection contains words solely in the original language, add the language only in the case of liturgical texts (cf. 25.31B6). If the collection includes words not in the original language, apply 25.31B7.
- 3) If the collection is incomplete, add "Selections" as the final element in the uniform title if the selections are not a consecutively numbered group (cf. 25.36C).

Masses. Latin. Selections  
Operas. Librettos. Selections  
Songs. English & German. Selections  
Vocal music. Texts. Polyglot. Selections

## 26. [Rev.]. Reference Evaluation

All cross references on authority records for headings used in post-1980 cataloging will eventually be in accordance with LC/AACR 2 practice for matters of form, style, and choice of references. The fact that the references are AACR 2 is recorded in the machine record in the reference evaluation byte (008, byte 29). For authority records in the automated system and coded for AACR 2 at the time of the "flip" of the data base on Nov. 15, 1980, the reference evaluation byte was automatically set to value "b" ("unevaluated").

At the first instance of handling certain authority records in 1981, the descriptive cataloger must evaluate and adjust the references as necessary and initiate a major change correction to the authori-

# BEST DOCUMENT AVAILABLE

ty record so that the reference evaluation byte can be set to value "a" (evaluated).

1) Do not do cross reference evaluation of authority records found for names which are simply being verified for use as headings on new (or revised) cataloging.

2) If the authority record must be removed from the catalog to be updated in some way, coded for AACR 2, or retrospectively converted, evaluate the cross references, and initiate a major change correction. The reference evaluation byte will then be set to "evaluated."

When evaluating cross references search the necessary related authority records to verify AACR 2 forms, but do not remove the authority records for these headings if no other change is required.

## Linking References

### Functions of Linking References

Linking references may serve in one or more of three different capacities: 1) as actual connections between different pre-1981 and post-1980 headings used; 2) as valid cross references leading to the form chosen as the post-1980 heading; and 3) as mechanisms for updating headings in pre-AACR 2 bibliographic records to the AACR 2 form.

#### 1) Connections between pre-1981 and post-1980 headings

When the heading has been changed for AACR 2, the pre-1981 heading will generally be retained as a linking reference in the name authority file.

Value "a" in byte 12 of the "w" control subfield of the 4xx field is used to indicate the pre-1981 heading. The linking references produced for distribution with cross reference distribution will read:

[Pre-1981 heading]  
For works cataloged after 1980  
search under  
[Post-1980 heading]

and

[Post-1980 heading]  
For works cataloged before 1981  
search under  
[Pre-1981 heading]

#### 2) Valid cross references

The tracing from the pre-1981 heading may also be used to produce a valid cross reference to the post-1980 heading if it is appropriate in exactly the same form as the pre-1981 heading. Based on this decision of validity as an appropriate AACR 2 reference, add or delete value "a" in byte 15 (do not make) as necessary. A value "a" will suppress the production of a cross reference; the data in the field will be used to produce linking references only. If the pre-1981 heading reference is valid in substance, but not in form, make another tracing in the correct form. In this case the pre-1981 heading must have value "a" in byte 15. The examples below reflect the values that resulted from the name authority "flip."

- 1) 110 Delaware Racing Commission. [byte 12 = c]  
410 Delaware. Racing Commission. [byte 12 = a;  
byte 15 = a]

# BEST DOCUMENT AVAILABLE

The reference is a valid AACR 2 reference; delete the period at the end of the tracing and change byte 15 to value "n":

410 Delaware. Racing Commission [byte 12 = a;  
byte 15 = n]

2) 151 McAlester (Okla.) [byte 12 = c]  
451 McAlester, Okla. [byte 12 = a; byte 15 = a]

The reference is not a valid AACR 2 reference; allow the tracing to remain exactly as it is to produce the linking reference only.

3) 110 Illinois State Museum. [byte 12 = c]  
410 Illinois. State Museum, Springfield, Ill.  
[byte 12 = a; byte 15 = n]

The reference is valid for AACR 2 in substance, but not in form; change byte 15 to value "a" (do not make) in the tracing, and trace another reference in correct AACR 2 form:

410 Illinois. State Museum, Springfield, Ill.  
[byte 12 = a; byte 15 = a]  
410 Illinois. State Museum [byte 12 = n; byte  
15 = n]

## 3) Mechanism for Updating Headings

The tracing from the pre-1981 heading can also serve as a mechanism for updating headings on pre-1981 MARC bibliographic records to the AACR 2 form. When there is a one-to-one correspondence between an authority record and corresponding iterations of the heading on bibliographic records, updates will be performed to the machine bibliographic records only by means of program. The key for effecting this update will be the linking reference from the pre-1981 heading that is traced on the authority record. A program will be written that will compare the pre-1981 references with headings in MARC records, and will automatically update these headings to the AACR 2 forms.

## Guidelines for Tracing Linking References

During reference evaluation always retain the reference from the pre-1981 heading, except as noted below (cases where the reference would be redundant or ambiguous). Retain the reference even when the only AACR 2 change is in capitalization or in the use of diacritics, so that the pre-1981 MARC records can be updated. Do not create an authority record that would otherwise be unnecessary simply to trace a reference from the pre-1981 heading (e.g., an authority record for a uniform title heading where there are no other cross references or research to be recorded) unless there are MARC bibliographic records using the pre-1981 heading. If there are MARC bibliographic records, make the authority record and trace the linking reference.

Do not trace the reference from the pre-1981 heading in the following situations:

- 1) For name/title headings when there is no change in the title portion of the heading, do not retain the reference from the pre-1981 heading unless that heading included a form subheading (e.g., Laws, statutes, etc.).

100 Schillebeeckx, Edward, 1914- \$tGerechtigheid en  
liefde.\$1English

400 Schillebeeckx, Edward Cornelis Florentius Alfons, 1914-  
\$tGerechtigheid en liefde.\$1English [byte 12 = a;

# BEST DOCUMENT AVAILABLE

byte 15 = a]

The reference is a name/title one with no change in the title portion; delete the entire reference tracing.

110 Argentina.\$tLey no. 17.237  
410 Argentine Republic.\$kLaws, statutes, etc.\$tLey no. 17.237  
[byte 12 = a; byte 15 = a]

The reference is a name/title one with no change in the title portion; however, the pre-1981 heading included a form subheading. Retain the linking reference.

2) When the choice of entry for a uniform title heading differs between AACR 2 and the pre-1981 entry, do not retain the reference from the pre-1981 heading, since there is to be no update of the pre-1981 bibliographic records for choice of entry.

130 History of the American aircraft industry.\$lJapanese.  
400 Simonson, Gene Roger, 1927- comp.\$tHistory of the American aircraft industry.\$lJapanese [byte 12 = a; byte 15 = a]

The choice of entry differs for AACR 2; delete the entire reference tracing.

3) When there is no exact one-to-one correlation between the AACR 2 heading[s] and the pre-1981 heading[s], do not trace a linking reference from the pre-1981 heading[s]. Note that in such situations tracing the reference would create confusion or ambiguity, i.e., the linking reference itself would be inaccurate, or the pre-1981 records would not be updated correctly.

When it is not possible to trace a linking reference and there are MARC records that should be updated, the MARC bibliographic records will be updated at a later date on a one-to-one basis.

Add information to the authority record in the 667 field to explain the situation to users of the authority record.

The following examples illustrate some instances in which the linking reference should not be made.

a) Multiple pre-AACR 2 forms being combined into a single AACR 2 heading:

pre-1981 headings: Hawaiian Islands; Hawaii (Ter.); Hawaii  
MCR 2 heading for all: Hawaii

Retain only the one authority record for "Hawaii"; do not trace any linking references. In the 667 field add the information: Includes the old catalog headings: Hawaiian Islands and Hawaii (Ter.).

b) Single pre-AACR 2 forms being divided into multiple AACR 2 headings, e.g., under 22.2C3:

pre-1981 heading: Hibbert, Eleanor, 1906-  
MCR 2 headings: Plaidy, Jean, 1906- ; Holt, Victoria,  
1906- ; Tate, Ellalice, 1906- ; Carr, Philippa, 1906- ;  
Kellow, Kathleen, 1906- ; Burford, Eleanor, 1906- ; Ford, Elbur,  
1906-

Prepare authority records for all headings, connecting them with see also references; do not trace linking references. In the 667 field on each authority record add the information: Old catalog heading: Hibbert,

# BEST DOCUMENT AVAILABLE

Eleanor, 1906- .

(Note that if the linking references were traced, all MARC records with the heading for Hibbert would be changed to the heading on the first authority record processed during the programmed update of the data base. Note also that at the time of this particular update of the data base it will be necessary to judge which titles go with which name.)

c) No exact one-to-one relationship, even though only two headings may be involved:

AACR 1 form: National Research Council of Canada  
AACR 2 forms: National Research Council of Canada (for pre-1972 imprints only)  
National Research Council Canada (for 1972+ imprints)

Retain the authority record for "National Research Council of Canada" and create one for "National Research Council Canada," coding both as AACR 2. Trace see also references between the headings, but do not trace a linking reference. In the 667 field of the authority record for National Research Council of Canada add the information: For pre-1972 imprints only. On the authority record for National Research Council Canada add the information: For 1972+ imprints; old catalog heading: National Research Council of Canada.

(Note that if the linking reference were traced, all MARC records using the heading "National Research Council of Canada" would automatically be updated, not just those with pre-1972 imprints.)

d) Collective uniform titles where there is no one-to-one relationship between the AACR 2 and old catalog headings:

pre-1981 authority record:

100 Goethe, Johann Wolfgang von, 1749-1832.\$kSelected works  
400 Goethe, Johann Wolfgang van, 1749-1832.\$tReisen

Work being cataloged is entitled Ausgewalte Werke; AACR 2 uniform title and reference should be:

100 Goethe, Johann Wolfgang von, 1749-1832.\$tSelections.\$f 1980  
400 Goethe, Johann Wolfgang von, 1749-1832.\$tAusgewalte Werke.\$f1980

Adjust the pre-1981 authority record to agree completely with the uniform title and reference for the work being cataloged. Delete the reference

400 Goethe, Johann Wolfgang von, 1749-1832.\$tReisen

as being inappropriate to the title being cataloged. Do not trace a linking reference.

(Note that if the linking reference were traced, all MARC records with the uniform title "Selected works" would be changed to "Selections. 1980" during the programmed update of the data base. Note also that at the time of this particular update of the data base it will be necessary to examine each publication with the uniform title "Selected works" to determine the correct AACR 2 uniform title. Each record will then be updated individually.)

# BEST DOCUMENT AVAILABLE

## 26.0 [Rev.]. Legends

Note that the terms "search under" and "search also under" have replaced "see" and "see also" in the referral line. However the terminology see reference and see also reference has been retained in the instructions below for ease of explanation.

### Forms of Reference

In general the form of name of a person or corporate body from which a reference is made has the same structure as it would have if it were a heading. For geographic names, the larger geographic entity and the type of jurisdiction should appear in the tracing if they appear in the form of name chosen for the heading.

- 151 Ghent (Belgium)
- 451 Gand (Belgium)
- 451 Gent (Belgium)

For corporate names include qualifiers if appropriate to the name used in the reference.

- 110 Galleria nazionale d'arte moderna (Italy)
- 410 National Gallery of Modern Art (Italy)
- 111 Conférence Europe-Afrique (1979 : Lausanne, Switzerland)
- 411 Euro-Afrikanische Konferenz (1979 : Lausanne, Switzerland)
- 110 Evangelisk lutherske frikirke (Norway)
- 410 Evangelical Lutheran Free Church of Norway
- 111 Biennale di Venezia.
- 411 Biennale d'arte (Venice, Italy)
- 110 Australian Commission on Geology.
- 410 Commission on Geology (Australia)

For personal names, include birth dates, titles, epithets, etc., in the tracing, even though not required to resolve a conflict, unless in the case of titles, they are not appropriate to the variant name, or, in the case of epithets, the purpose is to refer from a form of name containing a different epithet. In the case of variant language forms for a person entered under surname, include titles of nobility and terms of honor and address in the form found in the source for the reference. If the source for the reference does not include the title, etc., use in the reference the term used in the heading, even though it is in a different language.

When the heading for a personal name includes a date or dates, include the same date(s) in the cross references also. In references containing initials, include the full form of the name in parentheses whenever it is known. For existing authority records, make changes to the reference tracings as part of the reference evaluation process.

- 100 William, of Auvergne, Bishop of Paris, d. 1249.
- 400 Guillaume, d'Auvergne, Bishop of Paris, d. 1249
- 100 Maria, Mother, 1912-1977.
- 400 Gysi, Lydia, 1912-1977
- 100 Gruoch, Queen, consort of Macbeth, King of Scotland.
- 400 Gruach, Queen, consort of Macbeth, King of Scotland
- 400 Macbeth, Lady

# BEST DOCUMENT AVAILABLE

100 Raleigh, Walter, Sir, 1552?-1618.  
400 Raleigh, Walter, Sir, 1552?-1618

100 Hays, James D., 1926-  
400 Hays, J. D. (James D.), 1926-

100 Griffin, Thomas.  
400 Griffin, S. Thomas (Stanley Thomas)

100 Debuyst, Frederic, 1922-  
400 Debuyst, D. F. (D. Frederic), 1922-

100 Delany, Martin Robison, 1812-1885.  
400 Delany, M. R. (Martin Robison), 1812-1885

100 Evans-Pritchard, E. E. (Edward Evan)  
400 Pritchard, E. E. Evans- (Edward Evan Evans-)

100 Custine, Astolphe, marquis de, 1790-1857.  
400 Kfustin, Adolf, markiz de, 1790-1857

## Combined References

When reference is made to two or more different headings or titles from the same form, LC will make individual cross references rather than listing on one combined reference all headings referred to through the cataloger-generated reference technique.

## Typographic Style

Generally, LC typographic style will not change.

### 26.1. [Rev.]. Basic Rule

Generally interpret the sentence in 26.1 that reads "Do not make a reference, however, if the reference is so similar to the name heading or uniform title or to another reference as to be unnecessary" as follows:

For both personal and corporate names, record all variant forms on the name authority record. Routinely make references from all variant forms recorded, including forms found only in reference sources and forms used only on pre-publication CIP title pages.

In evaluating references on existing authority records, trace references from all variants already recorded on the authority record and any new variants being recorded from the work being cataloged. Do not normally review existing bibliographic records to identify other variants not recorded on the authority record. (If such variants recur in a new bibliographic record, they will be added to the authority record at that time.)

100 Sassoon, Siegfried, 1886-1967.  
400 Author of Memoirs of a fox-hunting man, 1886-1967

100 Sand, George, 1804-1876.  
400 Dudevant, Amandine-Lucile-Aurore Dupin, baronne,  
1804-1876

100 Markova, Alicia, 1910-  
400 Marks, Lilian Alicia, 1910-

100 Smith, Jim, 1947-  
400 Smith, James Melvin, 1947-

# BEST DOCUMENT AVAILABLE

100 Harkavy, Albert, 1839-1919.  
400 Garkavi, Avraam f'Nkovlevich, 1839-1919

100 Valera, Juan, 1824-1905.  
400 Valera y Alcalá Galiano, Juan, 1824-1905

100 Schiller, Friedrich, 1759-1805.  
400 Schiller, Johann Christoph Friedrich, 1759-1805

100 Simpson, John Vivian, 1932-  
400 Simpson, J. V. (John Vivian), 1932-  
400 Simpson, John V. (John Vivian), 1932-

100 Kroon, D. M. (Douglas M.), 1940-  
400 Kroon, Douglas M., 1940- [byte 12 = a]

100 Society of Medical Hypnoanalysts (U.S.)  
410 Society for Medical Hypnoanalysts (U.S.)

110 Alaska. Division of Water Programs  
410 Alaska. Water Programs Division

## 26.2A2 [Rev.]. Different forms of the name

### References from Incorrect Names

If a name is incorrectly reproduced on the chief source of information of a work (e.g., misspelled or forenames transposed), make a simple see reference from the incorrect form to the heading.

100 Collins, John R.  
400 Colins, John R.

### References for Married Women

In languages where on marriage the woman normally adopts her husband's surname, if the woman is not established under her husband's surname but this surname is known, make a reference from his surname followed by her given name(s). When the heading is established under the husband's surname, refer from the maiden name followed by her given name(s).

## 26.2A3. [Rev.]. Different entry elements

### References from Particles

When a personal name begins with or includes a prefix or particle, make an individual reference from the name following the prefix (if the heading begins with the prefix) or from the prefix (if the heading begins with the name following the prefix.) Make a reference from each element of multi-element prefixes except such connectives as "y" or "und," but make only one reference from each appearance of the word:

100 Lozoya, Juan Contreras y López de Ayala, marqués de, 1893-  
400 Contreras y López de Ayala, Juan, marqués de Lozoya, 1893-  
400 López de Ayala, Juan Contreras y, marqués de Lozoya, 1893-  
400 Ayala, Juan Contreras y López de, marqués de Lozoya, 1893-  
400 De Ayala, Juan Contreras y López, marqués de Lozoya, 1893-  
400 De Lozoya, Juan Contreras y López de Ayala, marqués, 1893-

# BEST DOCUMENT AVAILABLE

However, when the prefix is always combined with the rest of the name, make the reference only if the part of the name following the prefix is capitalized.

100 Lefebvre, Jacques.

100 LeSage, Jean.

400 Sage, Jean Le

## 26.2C. [Rev.]. See also references

### Names in the Tracings Conflict with Established Headings

For personal names (including any pseudonym), when the entire form in the tracing and the entire form in an established heading are the same, and dates are not available to resolve the conflict, make a see also reference. This applies whether the cross reference is already in the catalog or results from the work being cataloged.

100 Goldstein, Chaim Its'l.

500 Goldstein, Charles

(Goldstein, Charles, already established)

100 Hodges, Charles William.

500 Anacreon

(Anacreon already established)

But

100 Erhard, Werner.

400 Rosenberg, Jack

(Rosenberg, Jack, 1932- already established)

## 26.2D. [Rev.]. Explanatory references

Generally, LC practice will be to prefer simple individual see or see also references to explanatory references, but the cataloger-generated technique will be available when explanatory references are required.

### Cross References for Joint Pseudonyms

Make an explanatory reference from real names to a joint pseudonym. Also make the reference from joint pseudonym to real names if there are entries under the real names.

Graves, Robert, 1895-

For works of this author written in collaboration with Laura (Riding) Jackson, search under:

Rich, Barbara.

Rich, Barbara

Joint pseudonym of Robert Graves and Laura (Riding) Jackson. For works of these authors written under their own names, search under:

Graves, Robert, 1895-

Jackson, Laura (Riding), 1901-

## 26.3. [Rev.] Names of corporate bodies and geographic names

Generally trace references from variant forms of name and variant forms of entry that apply to the name chosen as the heading and the current form in English and official languages of the body. Do not normally make references from variations of earlier names or names in languages other than English and official languages of the body.

# BEST DOCUMENT AVAILABLE

110 Österreichische Akademie der Wissenschaften.  
410 Austrian Academy of Sciences  
410 Kaiserliche Akademie der Wissenschaften (Austria)  
410 Austria. Österreichische Akademie der Wissenschaften  
410 Austria. Austrian Academy of Sciences  
410 Vienna (Austria). Österreichische Akademie der Wissenschaften  
410 Vienna (Austria). Austrian Academy of Sciences  
667 The following heading for an earlier name is a valid AACR 2 heading: Kaiserliche Akademie der Wissenschaften (Austria)

Do not trace references:

410 Austria. Kaiserliche Akademie der Wissenschaften  
410 Vienna (Austria). Kaiserliche Akademie der Wissenschaften

## Earlier Names of Corporate Bodies Now Subsumed Under the Heading for a Later Name Through a See Reference

Under earlier cataloging policies, when a corporate body changed its name, the heading was changed and all records revised to use the later name. The earlier name or names were traced as see references to the later form used as the heading. In inputting retro records to the automated system continue to identify these situations by making a note in the 667 field, e.g., the following heading for an earlier name(s) is(are) a valid AACR 2 heading(s): [earlier name(s) in correct AACR 2 form].

When evaluating references, retain these see references (correcting the form to AACR 2 style, if necessary) until an item is received that requires the use of one of these earlier names as the heading. At that time, establish the heading and convert the see reference to a see also reference. Do not change any existing bibliographic records.

110 National Rehabilitation Association.  
410 National Civilian Rehabilitation Conference (U.S.)  
667 The following heading for an earlier name is a valid AACR 2 heading: National Civilian Rehabilitation Conference (U.S.)

Retain the reference and note until publications are received that would require the use of the heading National Civilian Rehabilitation Conference (U.S.).

110 Granville Airplane Company.  
410 Granville Brothers Aircraft, inc., Springfield, Mass.  
667 The following heading for an earlier name is a valid AACR 2 heading: Granville Brothers Aircraft, Inc.)

Correct the reference to the AACR 2 form

410 Granville Brothers Aircraft, Inc.

and retain it and the note until publications are received that would require the use of the heading Granville Brothers Aircraft, Inc.

## Unused Subdivisions

Under earlier cataloging policies, certain corporate subdivisions were not established. Instead, the heading for the parent body was used whenever the subheading would have been used. Usually an internal

# BEST DOCUMENT AVAILABLE

LC reference was made from the unused subdivision to the heading for the parent body. In earlier periods of this practice the unused subdivisions were only listed on the authority card for the parent body or were given in a form explanatory reference.

When adding such an authority record to the automated system, delete all unused subdivision reference tracings from unestablished subdivisions. Make the following statement in the 667 field:

Unused subdivisions: [list of subdivisions, e.g., Administrative Branch; Personnel Section; Research Unit]

Whenever one of these unused subdivisions is to be used in current cataloging, establish the subdivision and use it henceforth in all cataloging for which it is appropriate, leaving the existing bibliographic records as they are. Do not make any references between the two headings for the parent and the subdivision, and cancel any references that may already exist. Delete the name of the subdivision from the 667 field on the authority record for the parent body.

## Information/Publication Agencies

Under AACR 1 18A1 references were made to a parent body from subordinate units that functioned as information or publication agencies. Whenever one of these agencies is encountered in current cataloging, use it henceforth in all cataloging for which it is appropriate, leaving the existing bibliographic records unchanged. Do not make any references between the two headings for the parent body and the information/publication agent, and cancel any references that may already exist.

If the information/publication agency has been established separately, apply these instructions both when the information/publication agency is needed for immediate use as a heading and when it is not (e.g., it is encountered in handling the authority record for the parent body). If, however, the information/publication agency has only been traced as an unused subdivision reference on the manual authority record for the parent body, handle it according to the instructions above for "Unused Subdivisions."

## 26.3A3. [Rev.]. Different forms of the name

### References From Different Language Forms

For all bodies, make a cross reference from the name in each language in which it is found, either in publications of the bodies or in reference sources.

### References From Personal Names in Names of Corporate Bodies

When the name of a corporate body begins with a person's forename(s) and surname or initial(s) and surname, make two reference tracings:

- 1) from the surname and the remainder of the corporate name, omitting the forename(s) or initials(s);
- 2) from the surname followed by the forename(s) or initials(s) in parentheses and the remainder of the corporate name.

110 Art Tatum Trio.  
410 Tatum Trio  
410 Tatum (Art) Trio

# BEST DOCUMENT AVAILABLE

110 M.C. Brackenbury & Co.  
410 Brackenbury & Co.  
410 Brackenbury (M.C.) & Co.

When the corporate name begins with a person's title plus forename(s) or initials(s), make three reference tracings:

- 1) from the surname and the remainder of the corporate name, omitting the title and forename(s) or initial(s);
- 2) from the surname followed by the title and forename(s) or initial(s) in parentheses and the remainder of the corporate name;
- 3) from the forename(s) or initial(s) and surname and the remainder of the corporate name, omitting the title.

110 Doktor Wilmar Schwabe G.m.b.H.  
410 Schwabe G.m.b.H.  
410 Schwabe (Doktor Wilmar) G.m.b.H.  
410 Wilmar Schwabe G.m.b.H.

## References From Arbitrarily Shortened or Inverted Names of Government Subheadings

1) Make an inverted reference tracing (under jurisdiction) from the generic term in the name that indicates the type of agency (e.g., Dept., Board, Committee) when this term is preceded by a word or words that may not be recognized as part of the name:

110 Michigan. State Dept. of Education  
410 Michigan. Dept. of Education, State

2) Make an inverted reference (under jurisdiction) from the first substantive word in the name, provided this name is in an official language of the jurisdiction or in English. Make this reference regardless of the grammar of the language involved. Similarly, make an inverted reference tracing from the first key word of the name in an official language not used as the heading and from the key word of an English form of name of an agency entered in a foreign language:

110 India. Ministry of Health.  
410 India. Health, Ministry of

110 Spain. Subdirección General de Archivos.  
410 Spain. Archivos, Subdirección General de

110 Rockville (Md.). Dept. of Planning.  
410 Rockville (Md.). Planning, Dept. of

Make such inverted references only for headings entered directly under the jurisdiction.

Do not make the inverted reference tracings if the government body is entered under its own name rather than as a subheading of the jurisdiction.

## References From Arbitrarily Shortened or Inverted Names of Conferences, Exhibitions, Fairs, Festivals, etc.

Make the following types of reference tracings from inverted or arbitrarily shortened forms of the name of a conference, fair, festival, etc. Omit parenthetical additions in the heading from the references.

# BEST DOCUMENT AVAILABLE

1) Make an inverted reference tracing from the first word following the name or the abbreviation of the name of a sponsor when the name of the sponsor is the first element of the conference name.

2) Make an inverted reference tracing from the first word indicating subject matter when this word is not the first element of the conference name. Make this reference regardless of the grammar or the language involved. Make the reference even when the title of the item being cataloged begins with the same word.

3) Make an inverted reference tracing from the generic term in the name that indicates the heading is for a meeting (e.g., Conference, Symposium, Workshop) when this word is preceded by a word or words that may not be recognized as part of the conference name.

111 IBM Scientific Computing Symposium on Environmental Sciences (1966 : Yorktown Heights, N.Y.)

411 Scientific Computing Symposium on Environmental Sciences, IBM

411 Environmental Sciences, IBM Scientific Computing Symposium on

111 International Conference on Industrial Relations (1965 : Tokyo, Japan)

411 Industrial Relations, International Conference on

411 Conference on Industrial Relations, International

111 Work Conference on Literacy.

411 Literacy, Work Conference on

411 Conference on Literacy, Work

111 Governor's Conference on Education (Kan.)

411 Education, Governor's Conference on

411 Conference on Education, Governor's

111 Festival internazionale del teatro in piazza.

411 Teatro in piazza, Festival internazionale del

## Geographic Names Beginning With an Article

For geographic names beginning with an article make two reference tracings:

1) from the name following the article, omitting the article;

2) from the name following the article, inverting the article:

151 La Ventana (San Luis Potosí, Mexico)

451 Ventana (San Luis Potosí, Mexico)

451 Ventana, La (San Luis Potosí, Mexico)

## Terms of Royal Privilege

For names beginning with a term of royal privilege, make an inverted reference from the part of the name following the term of royal privilege.

110 Real Academia de Bellas Artes de San Jorge.

410 Academia de Bellas Artes de San Jorge, Real

## 26.3A7. [Rev.]. Different forms of heading

## References From Local Place

# BEST DOCUMENT AVAILABLE

Make a reference from the local place in which a corporate body is located only if the body is an institution (school, library, laboratory, hospital, archive, museum, prison, etc.). Make the reference from place for the name used as the heading and also for the name in English and in official languages of the body.

110 American Technological University.  
410 Killeen (Tex.). American Technological University

## References From Jurisdiction

When the name of an independently entered corporate body begins with the name of a jurisdiction in noun form, make the following references:

- 1) from the jurisdiction followed by the entire name of the corporate body;
- 2) from the jurisdiction followed by the name of the body omitting the name of the jurisdiction.

Make these references for all government bodies (cf. 24.17) and also for nongovernment bodies that are institutions (schools, libraries, laboratories, hospitals, archives, museums, prisons, etc.). Make the references for the name used as the heading and also for the name in English and in official languages of the body.

110 Muleshoe Junior High School.  
410 Muleshoe (Tex.). Muleshoe Junior High School  
410 Muleshoe (Tex.). Junior High School

110 Baltimore Museum of Art.  
410 Baltimore (Md.). Baltimore Museum of Art  
410 Baltimore (Md.). Museum of Art

110 Baltimore Redevelopment Commission.  
410 Baltimore (Md.). Baltimore Redevelopment Commission  
410 Baltimore (Md.). Redevelopment Commission

110 United States Employment Service.  
410 United States. United States Employment Service  
410 United States. Employment Service

110 Worcester Historical Museum.  
410 Worcester (Mass.). Worcester Historical Museum  
410 Worcester (Mass.). Historical Museum

26.3B-C. [Rev.]. See Also and Explanatory references

## Introduction

Tracings for cross references fall into two general categories: see and see also.

These instructions deal with the following types of tracings:

- 1) See also references, including "earlier/later heading" tracings
- 2) Explanatory references
  - a) References requiring special texts
  - b) Private communications of heads of state, etc.
  - c) Initial and acronym references

For reasons of economy, LC will no longer make information references. Sequences of related headings formerly connected by infor-

# BEST DOCUMENT AVAILABLE

mation references are to be connected by simple see also references or earlier/later heading reference tracings as illustrated in the examples below. Convert an existing information reference to see also references whenever the information reference must be handled for any reason.

## Guidelines on Relational Reference Tracings

When information about a related body is discovered, apply one of the following alternatives:

- 1) If entries (bibliographic records, subdivisions, see references to other headings) are under the related body in the catalog, establish the body (if it is not already established) and make the appropriate see also or earlier/later heading reference tracings as specified below.
- 2) If the related body is not established and no entries will be under it at this time, but it is likely to be needed in the future, establish the related body. Connect the bodies by tracing see also references on each authority record. However, do not make the reference from the heading being used to the unused one. Instead, code byte 15 as value "a" (do not make). See references to the unused heading are made, however, since they will guide the user to the see also reference leading to the heading under which entries can be found.
- 3) If the related body is not established, and it is not likely that it will ever be needed, record data about the related body on the authority record for the heading being established and after the name bracket in the statement "[no publs. in LC]." This alternative should not normally be applied when an earlier name is being established and the later name is the one for which no publications have been received.

## See Also References

See also references are used to connect related headings. When the relationship is not directly sequential, or when information about the exact relationship is not known, the referral line of the reference reads simply: "search also under." When the relationship is sequential, a special type of see also reference is made, and the referral line of the reference reads: "search also under the earlier heading" or "search also under the later heading." These special legends are print constants that are generated from the values in byte 14 of the 5xx fields and may be used whether the sequence results from a name change, reorganization, hierarchical change, official language change, or similar phenomenon. In case of doubt, do not use the special legends.

Normally, trace references only to connect immediately adjacent headings, creating a chain of see also references leading from one heading to another. However, if the relationship is not clear, it is permissible to connect several headings (cf. examples 2 and 11 below)

## Procedures

A. All headings connected by the references must be represented in machine-readable form, including those for which there are no bibliographic records (these do not need to be identified as "not in LC"). All headings and references leading to the headings must be in correct LC AACR 2 form. Establish any new heading. Convert headings that exist only in manual form to machine-readable form. Make changes to existing machine-readable authority records.

## B. Source Citations

# BEST DOCUMENT AVAILABLE

When giving data in the authority record, generally cite only the sources that deal with the immediately preceding and succeeding headings.

For newly established headings always give the citation for the work being cataloged in the 670 field (Source data found). Do not, however, divide a citation for successive issues of a serial; give the complete citation in field 670 if any volume contains the heading, or in field 675 if it does not.

If any other source gives only an earlier or later name, but not the name used in the heading, cite it in the 675 field (Source not found). Do not, however, divide a citation for successive issues of a serial; give the complete citation in field 670 if any volume contains the heading, or in field 675 if it does not.

Justification on the authority record of preceding or succeeding headings is not required in the following cases:

- (i) Changes in government headings due to an official language change.
- (ii) Changes involving only a parent body to which the body being established is subordinate.
- (iii) Conversion of existing information references to see also references.

C. On each name authority record trace a see also reference for each heading to be connected, other than the heading with which the cataloger is working. If the legends "search also under the earlier heading" or "search also under the later heading" are to be used, code the byte accordingly.

Change any existing references that are no longer appropriate; e.g., if necessary, change earlier/later heading reference tracings to simple see also reference tracings or vice versa. Existing information references are converted as follows:

## 1. Retrospectively Converted Authority Records

Do not add existing manual information references to the automated system. Retrospectively convert all the headings involved in the existing information reference and connect the headings with appropriate see also references as above. Also make any other necessary changes to convert the authority record to correct AACR 2 form and style. Add any new source citations as appropriate.

## 2. Automated Information References

a. If no change is needed to the information reference, generally do not convert it to see also references.

b. If any change is needed to the information reference, convert it to see also references.

### Examples

#### 1) Available information:

Some of the principal members of Ballets des Champs Elysees left the company to form Ballets de Paris; the former continued to exist, however.

authority record: 110 Ballets des Champs Elysees  
510 Ballets de Paris [byte 14 = n]

# BEST DOCUMENT AVAILABLE

resulting reference: Ballets de Paris  
search also under  
Ballets des Champs Elysees.

authority record: 110 Ballets de Paris  
510 Ballets de Champs Elysees [byte 14 = n]

resulting reference: Ballets des Champs Elysees  
search also under  
Ballets de Paris.

2) The available information about the relationship is not clear. All of the headings are connected by see also references.

authority record: 110 College of Physicians and Surgeons of Chicago.  
510 University of Illinois (Urbana-Champaign campus). College of Medicine  
[byte 14 = n]  
510 University of Illinois at the Medical Center.  
College of Medicine [byte 14 = n]

resulting references: University of Illinois (Urbana-Champaign campus). College of Medicine  
search also under  
College of Physicians and Surgeons of Chicago.  
University of Illinois at the Medical Center.  
College of Medicine  
search also under  
College of Physicians and Surgeons of Chicago.

authority record: 110 University of Illinois (Urbana-Champaign campus). College of Medicine.  
510 College of Physicians and Surgeons of Chicago [byte 14 = n]  
510 University of Illinois at the Medical Center. College of Medicine [byte 14 = n]

resulting references: College of Physicians and Surgeons of Chicago  
search also under  
University of Illinois (Urbana-Champaign campus). College of Medicine.  
  
University of Illinois at the Medical Center.  
College of Medicine  
search also under  
University of Illinois (Urbana-Champaign campus). College of Medicine.

authority record: 110 University of Illinois at the Medical Center. College of Medicine.  
510 College of Physicians and Surgeons of Chicago [byte 14 = n]  
510 University of Illinois (Urbana-Champaign campus). College of Medicine  
[byte 14 = n]

resulting references: College of Physicians and Surgeons of Chicago  
search also under  
University of Illinois at the Medical Center.  
College of Medicine.  
  
University of Illinois (Urbana-Champaign campus). College of Medicine  
search also under  
University of Illinois at the Medical Center.  
College of Medicine.

# BEST DOCUMENT AVAILABLE

## 3) Available information:

The American Material Handling Society changed its name to International Material Management Society.

authority record: 110 American Material Handling Society.  
510 International Material Management Society  
[byte 14 = b]

resulting reference: International Material Management Society  
search also under the earlier heading  
American Material Handling Society.

authority record: 110 International Material Management Society.  
510 American Material Handling Society  
[byte 14 = a]

resulting reference: American Material Handling Society  
search also under the later heading  
International Material Management Society.

## 4) Available information:

The name of the International Union of American Republics was changed in 1910 to Union of American Republics and in 1949 to Organization of American States.

authority record: 110 International Union of American Republics  
510 Union of American Republics [byte 14 = b]

resulting reference: Union of American Republics  
search also under the earlier heading  
International Union of American Republics.

authority record: 110 Union of American Republics.  
510 International Union of American Republics  
[byte 14 = a]  
510 Organization of American States  
[byte 14 = b]

resulting references: International Union of American Republics  
search also under the later heading  
Union of American Republics.

Organization of American States  
search also under the earlier heading  
Union of American Republics.

authority record: 110 Organization of American States.  
510 Union of American Republics

resulting reference: Union of American Republics  
search also under the later heading  
Organization of American States.

## 5) Available information:

In 1954 the Screen Writers' Guild and the Radio Writers Guild merged to form the Writers Guild of America, West.

authority record: 110 Screen Writers' Guild.  
510 Writers Guild of America, West [byte 14 = b]

resulting reference: Writers Guild of America, West  
search also under the earlier heading  
Screen Writers' Guild.

# BEST DOCUMENT AVAILABLE

authority record: 110 Radio Writers Guild.  
510 Writers Guild of America, West [byte 14 = b]

resulting reference: Writers Guild of America, West  
search also under the earlier heading  
Radio Writers Guild.

authority record: 110 Writers Guild of America, West.  
510 Screen Writers' Guild [byte 14 = a]  
510 Radio Writers Guild [byte 14 = a]

resulting reference: Screen Writers' Guild  
search also under the later heading  
Writers Guild of America, West.

Radio Writers Guild  
search also under the later heading  
Writers Guild of America, West.

## 6) Available information:

The name of the American-Asian Educational Exchange  
was changed in 1962 to American Afro-Asian Educational Exchange. In  
1967 the original name was resumed.

authority record: 110 American-Asian Educational Exchange.  
510 American Afro-Asian Educational Exchange  
[byte 14 = n]

resulting reference: American Afro-Asian Educational Exchange  
search also under  
American-Asian Educational Exchange

authority record: 110 American-Afro-Asian Educational Exchange.  
510 American-Asian Educational Exchange  
[byte 14 = n]

resulting reference: American-Asian Educational Exchange  
search also under  
American-Afro-Asian Educational Exchange.

(References were made at the time of the first change  
of name that had the legends "search also under the later heading/search  
also under the earlier heading." When the original name was resumed,  
byte 14 was changed to value "n" in each record, resulting in simple  
see also references.)

## 7) Available information:

Drabenderhöhe changed its name in 1961 to Bielstein.  
In 1969 Bielstein was absorbed by Wiehl.

authority record: 151 Drabenderhöhe (Germany)  
551 Bielstein (Germany) [byte 14 = b]

resulting reference: Bielstein (Germany)  
search also under the earlier heading  
Drabenderhöhe (Germany)

authority record: 151 Bielstein (Germany)  
551 Drabenderhöhe (Germany) [byte 14 = a]  
551 Wiehl (Germany) [byte 14 = n]

# BEST DOCUMENT AVAILABLE

resulting references: Drabenderhöhe (Germany)  
search also under the later heading  
Bielstein (Germany)

Wiehl (Germany)  
search also under  
Bielstein (Germany)

authority record: 151 Wiehl (Germany)  
551 Bielstein (Germany) [byte 14 = n]

resulting reference: Bielstein (Germany)  
search also under  
Wiehl (Germany)

8) When under earlier cataloging rules a see reference tracing from one or more of the names has already been made and consequently publications issued under one name are entered under another, retain the see reference tracing until the heading is needed for a new publication. When it is needed, establish the heading and convert the see reference tracing to a see also reference tracing (cf. 26.3 above). Do not change any existing bibliographic records.

## Available information:

The International Federation of General Factory Workers was established in 1907. In 1950 the name changed to International Federation of Industrial Organizations and General Workers and in 1964 to International Federation of Chemical and General Workers' Unions. Works published before the change of name in 1964 are found under International Federation of Industrial Organizations and General Workers Unions.

### A. Earliest name not yet needed as a post-1980 heading.

authority record: 110 International Federation of Industrial Organizations and General Workers Unions.  
410 International Federation of General Factory Workers  
510 International Federation of Chemical and General Workers' Unions [byte 14 = b]

resulting references: International Federation of General Factory Workers  
search under  
International Federation of Industrial Organizations and General Workers Unions.

International Federation of Chemical and General Workers' Unions  
search also under the earlier heading  
International Federation of Industrial Organizations and General Workers Unions.

authority record: 110 International Federation of Chemical and General Workers' Unions.  
510 International Federation of Industrial Organizations and General Workers Unions [byte 14 = a]

resulting reference: International Federation of Industrial Organizations and General Workers' Unions  
search also under the later heading  
International Federation of Chemical and General Workers' Unions.

# BEST DOCUMENT AVAILABLE

## B. Earlier name needed as a post-1980 heading.

When the heading "International Federation of General Factory Workers" is needed for a newly cataloged publication, establish the heading, and make a see also reference. Do not change any existing bibliographic records.

authority record: 110 International Federation of General Factory Workers.

510 International Federation of Industrial Organizations and General Workers Unions [byte 14 = b]

resulting reference: International Federation of Industrial Organizations and General Workers Unions  
search also under the earlier heading  
International Federation of General Factory Workers.

On the authority record for the International Federation of Industrial Organizations and General Workers Unions, change the see reference to a see also tracing.

authority record: 110 International Federation of Industrial Organizations and General Workers Unions.  
510 International Federation of General Factory Workers [byte 14 = a]  
510 International Federation of Chemical and General Workers' Unions [byte 14 = b]

resulting new reference: International Federation of General Factory Workers  
search also under the later heading  
International Federation of Industrial Organizations and General Workers Unions.

9) Connect authority records for named meetings in the same way as for other corporate names. Do not add notes to the bibliographic records for unnamed meetings entered under title.

### Available information:

The 3rd, 7th, and 9th of the following series of meetings were named. The 4th, 5th, 6th, and 8th were unnamed, and the proceedings of those meetings are entered under title.

authority record: 111 Symposium on the Plasma Membrane (1961 : New York, N.Y.)  
511 Symposium on Macromolecular Metabolism (1965 : New York, N.Y.) [byte 14 = b]

resulting reference: Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)  
search also under the earlier heading  
Symposium on the Plasma Membrane (1961 : New York, N.Y.)

authority record: 111 Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)  
511 Symposium on the Plasma Membrane (1961 : New York, N.Y.) [byte 14 = a]  
511 Basic Science Symposium [byte 14 = b]

# BEST DOCUMENT AVAILABLE

resulting reference: Symposium on the Plasma Membrane (1961 : New York, N.Y.)  
search also under the later heading  
Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)  
  
Basic Science Symposium  
search also under the earlier heading  
Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)

authority record: 111 Basic Science Symposium.  
511 Symposium on Macromolecular Metabolism (1965 : New York, N.Y.) [byte 14 = a]

resulting reference: Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)  
search also under the later heading  
Basic Science Symposium.

## 10) Available information:

In 1963 the Arkansas Resources and Development Commission was replaced by the Arkansas Geological Commission. The following bodies are known to be related to these bodies, but the nature of the relationship is uncertain: Arkansas. State Geologist; Arkansas. Office of the State Geologist; Arkansas. Division of Geology; Arkansas Geological and Conservation Commission. All the headings are connected to all the other headings, as illustrated by the following example showing only one of the headings:

authority record: 110 Arkansas Resources and Development Commission.  
510 Arkansas Geological Commission [byte 14 = n]  
510 Arkansas. State Geologist [byte 14 = n]  
510 Arkansas. Office of the State Geologist [byte 14 = n]  
510 Arkansas. Division of Geology [byte 14 = n]  
510 Arkansas Geological and Conservation Commission [byte 14 = n]

resulting references: Arkansas Geological Commission  
search also under  
Arkansas Resources and Development Commission.

Arkansas. State Geologist  
search also under  
Arkansas Resources and Development Commission.

Arkansas. Office of the State Geologist  
search also under  
Arkansas Resources and Development Commission.

Arkansas. Division of Geology  
search also under  
Arkansas Resources and Development Commission.

## "General" References

Explanatory references of the type illustrated by the examples on p. 505 of AACR 2 for "Aktiebolaget ...," "Conference ...," and "Catholic Church. Sacra ..." are not used by the Library of Congress. Trace the specific reference on all authority records.

# BEST DOCUMENT AVAILABLE

## Private Communications of Heads of State, etc.

Connect headings for heads of state, ecclesiastical officials, etc., to the corresponding official heading with a see also reference instead of the explanatory reference called for in 21.402 and illustrated in 26.3C1.

authority record: Iran. Shah (1941-1979 : Mohammed Reza Pahlavi);  
search also under  
Mohammed Reza Pahlavi, Shah of Iran, 1919-

Use the following guidelines to determine when to trace the references:

- 1) If the official heading is one established without names or dates (24.200-E), do not trace the reference.
- 2) If the official heading has been established, make the see also reference.
- 3) If the official heading has not been established, only establish it and make the see also reference from it to the personal heading if the item cataloged is not clearly the work of private authorship.

## Initial and Acronym References

When a heading or a reference consists of or contains an initialism (including acronyms), follow the usage of the body with respect to the capitalization of the initialism (all capital letters or not) and the punctuation of it (use of periods between the letters or not). When the initialism is given in all capital letters, generally also provide a reference that contains the initialism in the opposite form of punctuation, i.e., with periods when usage is without them; without periods when usage is with them. (For purposes of filing and machine searching, initialisms without periods are treated as a single word; initialisms with periods are treated as a series of words.) Exception: Do not make the reference containing the initialism in the opposite form when the initialism does not occur in the first five words of the heading or reference.

110 World Meteorological Organization.

410 W.M.O.

410 WMO

410 Organisation météorologique mondiale

410 O.M.M.

410 OMM

110 International Federation of Library Associations and Institutions.

410 I.F.L.A.

410 IFLA

110 American Society for Industrial Research.

410 A.S.I.R.

410 ASIR

110 Ohio River Valley Water Sanitation Commission.

410 O.R.V.W.S.C.

410 O.R.S.A.N.C.O.

110 COMPEX.

410 Combined Philatelic Exhibition of Chicagoland

410 C.O.M.P.E.X.

110 Filmförderungsanstalt (Germany)

410 FFA

410 F.F.A.

# BEST DOCUMENT AVAILABLE

111 IMO Conference on Marine Pollution From Ships  
(1973 : London, England)

410 I.M.C.O. Conference on Marine Pollution From Ships  
(1973 : London, England)

110 A.G.A. Gas Supply Committee.  
410 AGA Gas Supply Committee

111 International Symposium on SEM in Cell Biology and Medicine (1980 : Kyoto, Japan)

411 International Symposium on S.E.M. in Cell Biology and Medicine (1980 : Kyoto, Japan)

411 Symposium on SEM in Cell Biology and Medicine, International

411 SEM in Cell Biology and Medicine, International Symposium on

411 S.E.M. in Cell Biology and Medicine, International Symposium on

411 Symposium on S.E.M. in Cell Biology and Medicine, International

110 Uniwersytet im. Adama Mickiewicza w Poznaniu. Instytut Historii.

410 IH UAM

410 I.H. U.A.M.

410 Uniwersytet im. Adama Mickiewicza w Poznaniu. IH

but not

410 Uniwersytet im. Adama Mickiewicza w Poznaniu. I.H.  
(usage is without periods and the initialism  
does not occur in the first five words of the  
heading)

110 ~~TSentral'nyi institut nauchno-tehnicheskoi informatsii i tekhniko-ekonomiceskikh issledovanii po khimicheskemu i neftyanomu mashinostroeniiu.~~  
410 ~~TSINTKhimneftmenasha~~

but not

410 ~~TS.I.N.T.I.kh.i.m.n.e.f.t.e.m.a.sh.a.~~  
(usage is not all capital letters)

110 Moskovskiĭ gorodskoi bank.  
410 Mosgorbank

but not

410 M.o.s.g.o.r.b.a.n.k.  
(usage is not all capital letters)

110 Aslib.  
(no reference; usage is not all capital letters)

When, during evaluation of references currently traced on authority records, the cataloger finds explanatory references from initialisms/acronyms traced, they are to be converted to simple see references in the form provided above.

Appendix A.34. [New]. For Hebrew, always lowercase the initial letter of the article when it is romanized and it is not an integral part of another word.

~~CONFIDENTIAL~~

Appendix B.4. [New]. For a language whose final cataloging record is not in romanized form, use "i.e." and "et al." if there are no equivalent abbreviations in the nonroman script.

Appendix B.9. [New]. Use also in headings the abbreviation "Dept." for the English word "Department." Consider these headings AACR 2.

Appendix B.14. [New]. Use the abbreviations of state names recommended by the U.S. Postal Service only if they appear in the item along with the place that is being given in the publication, etc., area. Transcribe the U.S. Postal Service abbreviations as they appear whether in caps, in upper and lower case, with or without periods (i.e., Ca., Ca, CA., CA). In all other cases (e.g., when supplying the name of the state or abbreviating it when the full form appears), use the abbreviations for state names given in Appendix B.14.

Appendix C.6. [New]. When giving alternative dates of birth or death in headings for persons, apply the following:

- a) If the dates are the last year of one century and the first year of the following century, give the complete date for both (e.g., 1899 or 1900).
- b) If the dates are the first and second years of the same century, give the complete date for both (e.g., 1900 or 1901).
- c) If the dates are the last year of one decade and the first year of the following decade in the same century, give the complete date for the first and the last two digits of the second date (e.g., 1979 or 80).
- d) If the dates are any two years within the second decade of the same century, give the complete date for the first and the last two digits of the second date (e.g., 1914 or 15).
- e) If the dates are the first two years of a decade (other than the first two years of the first decade of a century), give the complete date for the first and the last two digits of the second date (e.g., 1970 or 71).
- f) If the dates are those not covered by a)-e) above, give the complete date for the first and the final digit of the second date (e.g., 1978 or 9).

Appendix D: Colophon. [New]. For books, a colophon is a statement appearing at the end of the printed matter of a book, i.e., at the foot of the last page or on another leaf at the end of the book. Books with paper covers may carry a colophon on the recto or verso of the back cover. The colophon gives information about its printing; it may also give the book's author and title. In a few cases the colophon may give information about the publishing of the book instead of, or in addition to, information about printing.

Colophons may occasionally appear in books of any type, published anywhere, but one does notice patterns. For example, ordinary, commercial publications from the U.S. very rarely show colophons, while the same kind of publications from Latin America typically do.

Confine the application of the AACR 2's provisions for colophon information to the kind of data given above. Do not stretch the concept of a colophon to cover other kinds of data simply because

# BEST DOCUMENT AVAILABLE

these data are placed in the book more or less in the position of a colophon, e.g., "Index by Mary Frances Kerr Donaldson, 1215 E. Rockwood Dr., Cincinnati, Ohio 45208," or "Prepared by the Research Department, United States League" (both at foot of last page of text). The presence of this or any other information instead of colophon information means that the data in question do not represent a colophon.

For publications printed by the U.S. Government Printing Office, treat the printing statement appearing at the end of the text as a colophon.

**Appendix D: Preliminaries. [Rev.].** In the list of sources that constitute the preliminaries, add "bibliographic data sheet, technical report documentation page, etc., appearing in U.S. documents."

"Cover" in the list of sources means pages 1, 2, 3, and 4 of the cover, both flaps of the cover, and the spine.

The plural "title pages" in the list of sources means the title pages that pertain to the particular entity being cataloged but not to those that pertain to another entity of which it may be a part.

**Note:** Treat a verso of a title page substitute or any of the pages preceding a title page substitute as a preliminary only if it forms part of the cover.

## Copyright Dates

The policy proposed in the statement on copyright dates published in Cataloguing Service Bulletin, no. 10 (Fall 1980) has been rescinded. Our problem was the specter of having to catalog many printings of an edition, since publishers were beginning to assign a new copyright date to each new impression, although they made no other changes from impression to impression. The confusion for acquisition librarians and the addition to our cataloging load that would result from this phenomenon alarmed us to the extent of proposing that such bibliographically insignificant dates be ignored. Further reflection led to the conclusion that we could avoid these difficulties simply by ignoring copyright dates at the point of deciding whether or not a new edition were involved. If we use evidence other than copyright dates to make this primary determination, then we will not be producing a bibliographic record for the cases of mere new impressions, and thus we shall not be reproducing the insignificant and misleading copyright dates, but only those that are known to indicate a new edition (because of other evidence). Librarians who use our records will see no difference than from the most recent of our past practices: copyright dates will appear added to publication dates (1.4F5) and they will also be used in lieu of publication dates (1.4F6).

## AACR 2. Rules 22.10-22.11.

There is no rule for an entry under an initial as a surname, although the practice is illustrated under rule 22.26B for Indonesian names. If the name consists entirely of initials, then entry is under the first initial, regardless of which one stands for the surname. (Cf. the examples under rule 22.10.) When the forename elements include at least one real forename written in full, with the surname still initialized, the the entry element should be the initial that represents the surname. Do not make an exception for "X" in this case. (This is a change from the statement made in Cataloguing Service Bulletin, no. 11, p. 25, under the rule designation 22.10.) Note that when the letter "X" stands in place of the surname, rather than as the initial for a name beginning with "X" (e.g., Xavier), then no period is used after the letter, e.g.,

X, Malcolm

# BEST DOCUMENT AVAILABLE

When a real forename is not present, however, enter under the first element, not under the initial representing, or standing in lieu of, the surname (cf. rule 22.11).

## AACR 2, Rules 24.13 and 24.18, "type 2"

Type 2 of rules 24.13 and 24.18 read

A name that contains a word normally implying administrative subordination (e.g., committee, commission), providing the name of the higher body/government is required for the identification of the subordinate body/agency.

Many librarians have written to the Library of Congress asking for explanations of comparable headings that once type 2 has been applied get established differently. The differing results may be stated in terms of the following pairs of headings:

Minnesota. Crime Control Board  
Minnesota Water Planning Board

California. Real Estate Commission  
California Health Facilities Commission

A.G.A. Gas Supply Committee  
American Gas Association. Metrication Task Committee

The key phrase in the wording of both types that is essential to an understanding of this phenomenon is the proviso that subordinate entry is appropriate only for names that cannot be identified without the parent body's name. Thus, whether the parent body's name or an abbreviation is present or not in that of the subordinate body is crucial. How these corporate names are presented in publications is largely accidental; thus, it is quite easy to encounter the different names "A.G.A. Gas Supply Committee" (does not fit type 2, or any other, and so is entered independently) and "Metrication Task Committee" (fits type 2 and so is entered subordinately). Moreover, the multiple publications of a single body frequently compound the phenomenon by presenting different names for the one body, so that a cataloger in one institution may be faced with "Gas Supply Committee," while another sees "A.G.A. Gas Supply Committee."

## Shared Cataloging Practice Under AACR 2

Under previous rules catalogers processing NPAC titles in the Shared Cataloging Division followed special instructions that required them sometimes to accept details of national bibliography cataloging that were contrary to LC rules and policies and at other times to make changes to bring the description more in line with LC practice. These instructions have been updated and are transcribed below.

1) Follow AACR 2 and Library of Congress rule interpretations with respect to spacing and punctuation in initials/acronyms and the use of numerals (arabic and roman). If the national bibliography adds in brackets the words for which initials or numerals stand, delete the insertions. However, if what has been added in brackets is a correction, insert an "i.e.," so that the words are not indexed in the automated system.

2) In dealing with alternative title situations, supply the punctuation prescribed by AACR 2.

# BEST DOCUMENT AVAILABLE

3) In dealing with non-collective titles before a statement of responsibility, delete any connecting words added by the national bibliography. (This will prevent search keys from being created based on additions unknown to the user.)

Entretiens psychoanalytiques ; La Grille ; Césure /  
Wilfred R. Bion ...

not Entretiens psychoanalytiques ; (Suivis de) La  
Grille ; (et) Césure / ...

4) Spell in full words appearing in the title proper or other title information that have been abbreviated by the national bibliography. (This will allow component word searching.)

5) In dealing with statements of responsibility, transcribe the names of persons and bodies as found in the source of information; that is, abbreviations used by national bibliographies must be spelled in full (if the full form is reflected in the source) and initials used in the source should not be replaced by full forms unless the letters not represented on the source are in square brackets. Abbreviations of words denoting function, etc., may be retained.

6) Follow AACR 2 in transcribing the names of publishers, etc., in the publication, distribution, etc., area, unless the name also appears in the statement of responsibility area, in which case the form in the national bibliography may be retained. Changes dictated by this and the previous instruction are desirable, since under AACR 2 the forms used by persons and bodies govern the form of headings to such a great degree.

7) In dealing with accompanying material, replace the & with a +.

## SUBJECT CATALOGING

### MARC Content Form Codes b and c

"MARC Instructions for Subject Catalogers," Cataloging Service, bulletin 124, p. 21-24, gave guidelines for supplying certain information required in MARC records. The contents forms and the values to be supplied where appropriate can be found on p. 23. Paragraphs 2 and 3 for bibliographies and catalogs have been revised as follows:

2) Bibliographies. Use this code when the work is itself a bibliography, discography, or filmography or contains bibliographies, discographies, or filmographies. Use only if the listed information is substantial enough to be mentioned in the body of the entry, in a note, or in the subject subdivisions. Use also for lists of imprints, union lists, and library catalogs. For bibliographies, discographies, or filmographies that are also catalogs, assign codes b and c.

3) Catalogs. This category includes lists of items in a collection, i.e., books, art objects, etc. It also includes lists of objects such as stamps and coins and trade catalogs. Use whenever the subdivisions Catalogs or Catalogs and collections would be appropriate. This category also includes catalogs of exhibitions for which the subdivision Exhibitions alone is used. For bibliographies, discographies, or filmographies that are also catalogs, assign codes b and c.

# BEST DOCUMENT AVAILABLE

## The Music of Ethnic and National Groups

Below are new guidelines for assigning subject headings to works that consist of or discuss the music of ethnic groups, music with national emphasis, and non-western art music, including works about the musical instruments of these groups. These new guidelines include significant differences from the way the materials were handled in the past, especially in the following particulars: (a) a standard complex of headings (rather than a single heading) is assigned automatically to all works; (b) the music of an ethnic group is always brought out by subdivision; headings of the type Music, Ashanti are being discontinued; (c) the heading Ballads, Folk-songs, or Songs (qualified by language) is used to designate a specific language if a text is involved.

### Assignment of Headings

1) General Rule. Assign as appropriate a combination of the following headings to the kinds of works specified above:

[Ethnic or national group]—[local subdivision]—Music.

[heading(s) for musical genre or style or for ballads and songs with national emphasis]

[heading(s) for language: Ballads, Folk-songs, or Songs with language qualifier])

Musical instruments—[local subdivision]

[other topics as applicable]

### 2) Special provisions

a) Assign to any work of music, if possible, the first two categories of headings listed above. Assign the remaining headings as appropriate to the work. For works that consist of the texts of ballads, folk-songs, or songs of ethnic groups, assign only headings of the third category with the subdivision Texts.

b) Works that Discuss the Music. To such works assign headings from the categories above as applicable with subdivision History and criticism. (Note: the heading Musical instruments is not subdivided by History and criticism). Works solely about the musical instruments of a people are assigned a special set of subject headings (see below). Do not assign the subject heading Musical instruments to general discussions of the music (since it is a normal feature of these works to include some discussion of the particular instruments involved) unless the work devotes at least 20% of the text to the musical instruments themselves.

### Explanation of the Five Categories of Headings

#### 1) Ethnic or National Group

a) Assign headings of the type [Ethnic or national group]—[local subdivision, if appropriate]—Music.

Kabre (African people)—Music

Maoris—Music

Germans—Hungary—Music

Afro-Americans—Louisiana—Music

French-Canadians—Music

b) Do not assign headings of this category for individual nationalities within their own countries. The category "type or style of music" below, with local subdivision, is sufficient for this purpose.

# BEST DOCUMENT AVAILABLE

c) For American Indian music, assign two headings, one designating the major group and one designating the specific tribe, if any.

Indians of North America [Mexico, West Indies, or South America]—[local subdivision]—Music  
[name of tribe]—Music

d) Assign headings of the type Music, Jewish [Buddhist, Islamic, etc.] for the music of religious groups or ethnic groups associated with a religion.

## 2) Type or Style of Music

a) Assign with local subdivision a heading of the following type:

Music [use for comprehensive works containing music of various genres]  
Folk music  
Music, Popular (Songs, etc.)  
Dance music  
Folk dance music  
Patriotic music  
[etc.]

Included in this category are headings for songs with national emphasis. These headings are not qualified by language.

National songs  
Political ballads and songs  
Revolutionary ballads and songs  
War-songs  
[etc.]

Note: "Folk" headings by definition can also include the music of cultures in which musical types and styles (e.g., art music, popular music, folk music) are not differentiated, as in the music of some Sub-Saharan peoples living in rural areas.

b) For national groups in other countries, assign two headings bringing out both localities.

1. Italians—Hungary—Music.
2. Folk music—Hungary
3. Folk music—Italy.

3) Headings for Language. If the work is composed entirely or primarily of ballads, folk-songs, or songs, assign one of the following headings to designate the language of the text:

Ballads, [language] (Indirect)  
Folk-songs, [language] (Indirect)  
Songs, [language] (Indirect)

For works that consist only of the texts of ballads, folk-songs, or songs, assign only headings of this type with subdivision Texts; that is, do not assign the other categories of headings listed in the general rule above.

## 4) Musical Instruments

a) Assign the following combination of headings to works solely about the musical instruments of a people:

# BEST DOCUMENT AVAILABLE

[Ethnic or national group]—[local subdivision]—  
    Music—History and criticism.  
[Musical instruments—[local subdivision]]  
    [specific musical instruments, if applicable]

b) For national groups outside their own countries, assign the heading Musical instruments with local subdivision for each of the two localities involved.

1. Irish—Australia—Music—History and criticism.
2. Musical instruments—Australia.
3. Musical instruments—Ireland.

5) Assign other headings as needed.

Kumiuta	Flamenco music
Koto music	Sarod music
Bagpipe music	Hunting songs
Buddhist hymns	Erotic songs
Ragas	Satirical songs
[etc.]	

## Examples for individual titles

### Cree pow-wow songs

1. Indians of North America—Montana—Music.
2. Cree Indians—Music.
3. Folk-songs, Cree—Montana.

### Black American music

1. Afro-Americans—Music—History and criticism.
2. Music—United States—History and criticism.

### Songs and dances of Quebec

1. French-Canadians—Music.
2. Folk music—Québec (Province)
3. Folk dance music—Québec (Province)
4. Folk-songs, French—Québec (Province)

### Musique kabiyè, Togo

1. Kabre (African people)—Music.
2. Folk music—Togo.

### Traditional and modern music of the Maori

1. Maoris—Music—History and criticism.
2. Folk music—New Zealand—History and criticism.
3. Music—New Zealand—History and criticism.

### Spinnstubenlieder : Lieder der Frauengemeinschaften in den magyarischen Sprachinseln im Burgenland

1. Hungarians—Austria—Burgenland—Music—History and criticism.
2. Folk music—Austria—Burgenland—History and criticism.
3. Folk music—Hungary—History and criticism.
4. Folk-songs, Hungarian—Austria—Burgenland—History and criticism.

# BEST DOCUMENT AVAILABLE

## Introduction to shamisen kumiuta

1. Kumiuta—History and criticism.
2. Music—Japan—History and criticism.
3. Songs, Japanese—History and criticism.

## The art of Portuguese fado

1. Fados.
2. Music—Portugal.
3. Folk-songs, Portuguese.

## Classical Japanese koto music

1. Koto music
2. Music—Japan

## The music, songs, and instruments of the Meru people of Kenya

1. Meru (African people)—Music—History and criticism.
2. Folk music—Kenya—History and criticism.
3. Folk-songs, Meru—History and criticism.
4. Musical instruments—Kenya.

## Streets and Roads

The following are guidelines for establishing and assigning names of streets and roads as subject headings for AACR 2 cataloging. Streets and roads of all types, whether located inside or outside cities, are covered by these provisions.

Form of heading. Enter a particular street or road directly under its own name. City streets are no longer established as subdivisions of the city in which located. Establish names in the vernacular of the country in which located and in direct order.

Qualifier. Qualify names of streets and roads inside cities by the name of the city as established under AACR 2, with the exception of London, England. For London, follow the provisions for the qualification of names of buildings given in Cataloging Service Bulletin, no. 12, p. 56. Qualify names of streets and roads outside cities following the provisions for the qualification of names of large engineering constructions outside cities given in Cataloging Service Bulletin, no. 11, p. 87-91.

## References.

### Model

[name in vernacular] ([geographic qualifier])  
x [alternate name(s)] ([geographic qualifier])  
xx [type of road]—[country or 1st order division]

If the name of the street or road in the vernacular has a generic term rather than the substantive portion of the name in the initial position, make a see reference from the name inverted in such a way as to bring the substantive portion of the name into initial position.

Assignment of headings: For streets and roads outside cities, assign the name of the street or road in addition to any other headings appropriate to the work being cataloged. For streets and roads inside cities, assign to the work cataloged the heading [name of city]—Streets, in addition to the heading for the named street or road and any other appropriate headings.

# BEST DOCUMENT AVAILABLE

## Examples

Beale Street (Memphis, Tenn.)  
x Beale Avenue (Memphis, Tenn.)  
xx Streets-Tennessee

Jarvis Street (Toronto, Ont.)  
xx Streets-Ontario

Yonge Street (Toronto, Ont.)  
xx Express highways--Ontario  
Streets-Ontario

Avenida de la Paz (Madrid, Spain)  
x Paz Avenue (Madrid, Spain)  
xx Streets-Spain

Viale degli Angeli (Cuneo, Italy)  
x Angeli Street (Cuneo, Italy)  
xx Streets-Italy

Carretera Transpeninsular Benito Juarez (Mexico)  
x Benito Juarez Transpeninsular Road (Mexico)  
Transpeninsular Road Benito Juarez (Mexico)  
xx Roads-Mexico

Autostrada del Brennero (Italy and Austria)  
x Brennerautobahn (Italy and Austria)  
Brenner Highway (Italy and Austria)  
Brennerstrasse (Italy and Austria)  
xx Express highways-Austria  
Express highways-Italy

Interstate 77  
x Interstate Seventy-Seven  
xx Express highways-United States

## Assignment of Subject Headings to Texts of Treaties and Works about Treaties

The Subject Cataloging Division no longer establishes headings for individual treaties. All such headings are established as name headings according to AACR 2 provisions; whenever a subject heading for a particular treaty has been established and printed in LCSH in a form different from the AACR 2 heading, it will be cancelled from LCSH as the need for its use arises.

Subject catalogers assign headings to texts of treaties and to works about treaties according to the guidelines below.

### Texts of Treaties

#### 1) General (non-topical) collections

Assign the appropriate general form heading, e.g.,  
Treaties, Peace treaties, [place]-Foreign relations-Treaties.

#### 2) Topical collections

a) Assign the appropriate topical heading(s), e.g.,  
Environmental law, International; Civil rights (International law);  
Postal conventions; Commercial treaties; Sex discrimination against women-Law and legislation; Choctaw Indians-Treaties; World War, 1939-1945-Treaties. (Note: The subdivision Treaties is used only under names of Indian tribes, names of wars, and headings of the type [place]-Foreign relations.)

Labour law ratified conventions

1. Labor laws and legislation, International.

Treaties between the Potawatomi tribe of Indians and the United States of America, 1789-1867

1. Potawatomi Indians—Treaties.

b) If the purpose of the collection is to present the treaties to which a particular country is a party, assign a general heading (without local subdivision) to bring out the international aspect; assign also the same heading with local subdivision to bring out the country (except for collections of commercial treaties for which the heading [country]—Commercial treaties is used as the second heading).

United States treaties and other international agreements pertaining to telecommunications

1. Telecommunication—Law and legislation.
2. Telecommunication—Law and legislation—United States.

If, however, the collection is limited to only two countries, omit the general heading and bring out both countries using local subdivision.

Trade in cotton textiles : agreements between the United States and Poland

1. Cotton textiles—Law and legislation—United States.
2. Cotton textiles—Law and legislation—Poland.

3) Individual treaties

i Assign the appropriate topical heading(s) using the same types of headings as for topical collections.

Do not assign the heading for the name of the treaty itself to a work that consists solely of the text of the treaty.

Treaty to resolve pending boundary differences ... between the United States and Mexico, signed at Mexico Nov. 12, 1970

1. United States—Boundaries—Mexico
2. Mexico—Boundaries—United States

Treaty of peace with Turkey

1. World War, 1914-1918—Territorial questions—Armenia.
2. World War, 1914-1918—Territorial questions—Turkey.

The Egyptian-Israeli Peace Treaty, March 26, 1979

1. Israel-Arab War, 1973—Peace.

International Coffee Agreement, 1976

1. Coffee—Law and legislation.

# BEST DOCUMENT AVAILABLE

b) For individual bilateral agreements, assign duplicate headings to bring out each party, and omit the unsubdivided general heading.

## Air transport services: agreement between the United States of America and Brazil

1. Aeronautics, Commercial—Law and legislation—United States.
2. Aeronautics, Commercial—Law and legislation—Brazil.

## Works about Treaties

Always assign the heading for the name of a treaty or international convention to a work that discusses the treaty. Also, assign topical headings appropriate to the work being cataloged.

### The Moon Treaty

1. Agreement Governing the Activities of States on the Moon and Other Celestial Bodies (1979)
2. Space law.

### The diplomatic history of the Treaty of Tlatelolco

1. Treaty for the Prohibition of Nuclear Weapons in Latin America (1967)
2. Atomic-weapon-free zones—Latin America.

### Commentary on the International Convention for Safe Containers

1. International Convention for Safe Containers (1972)
2. Containers—Law and legislation.

## LC CLASSIFICATION

### Classification of Legislative Hearings and Reports

Subclass KF, Law of the United States, provides form numbers for classifying U.S. Congressional and U.S. state legislative hearings and reports. The Subject Cataloging Division classifies works in these numbers according to the following criteria:

#### 1) U.S. Congress

a) Class all hearings and reports of committees of the U.S. Congress in KF25-32.5.

b) Class U.S. Congressional committee prints with the appropriate topic in classes B-Z.

#### 2) U.S. State Legislatures

Class all hearings and reports of U.S. state legislative committees in the appropriate form numbers in subclasses KFA-KFW. (Note: The term "reports of U.S. state legislative committees" is to be construed in the narrow sense as referring to those reports issued by a legislative committee to accompany a specific bill when it is reported out of the committee to its parent legislative body after hearings have been held and/or the committee has considered and made its recommendations on the bill.) Class all reports that do not meet these criteria in the appropriate topical numbers in subclasses KFA-KFW, if legal, or classes B-Z, if non-legal.)

# BEST DOCUMENT AVAILABLE

No form numbers have been provided in the existing K subclasses other than KF, nor will such numbers be provided in those K subclasses not yet developed. The equivalent publications for countries other than the U.S. are classed in the appropriate numbers in classes B-Z, or, if general, in J.

## DECIMAL CLASSIFICATION

The Decimal Classification Division is revising its priority guidelines for assigning Dewey Decimal Classification numbers to works coming through the division. It would appreciate hearing from DDC libraries regarding inadequate coverage of titles in foreign languages. At the moment, the division assigns DDC numbers to all publications in English, to most publications in French, to many in German, and in varying lesser degrees to those in Spanish, Portuguese, and Italian, depending upon the subject areas of the works. (The twelve classifiers of the division are responsible for specific fields of study, not specific languages.) Consequently, some languages are not covered as well as others.

In your responses please address two questions:

- 1) Which languages are inadequately covered?
- 2) Which subjects in which languages are inadequately covered?

Please direct your responses to

John P. Comaromi  
Chief, Decimal Classification Division  
Library of Congress  
Washington, D.C. 20540

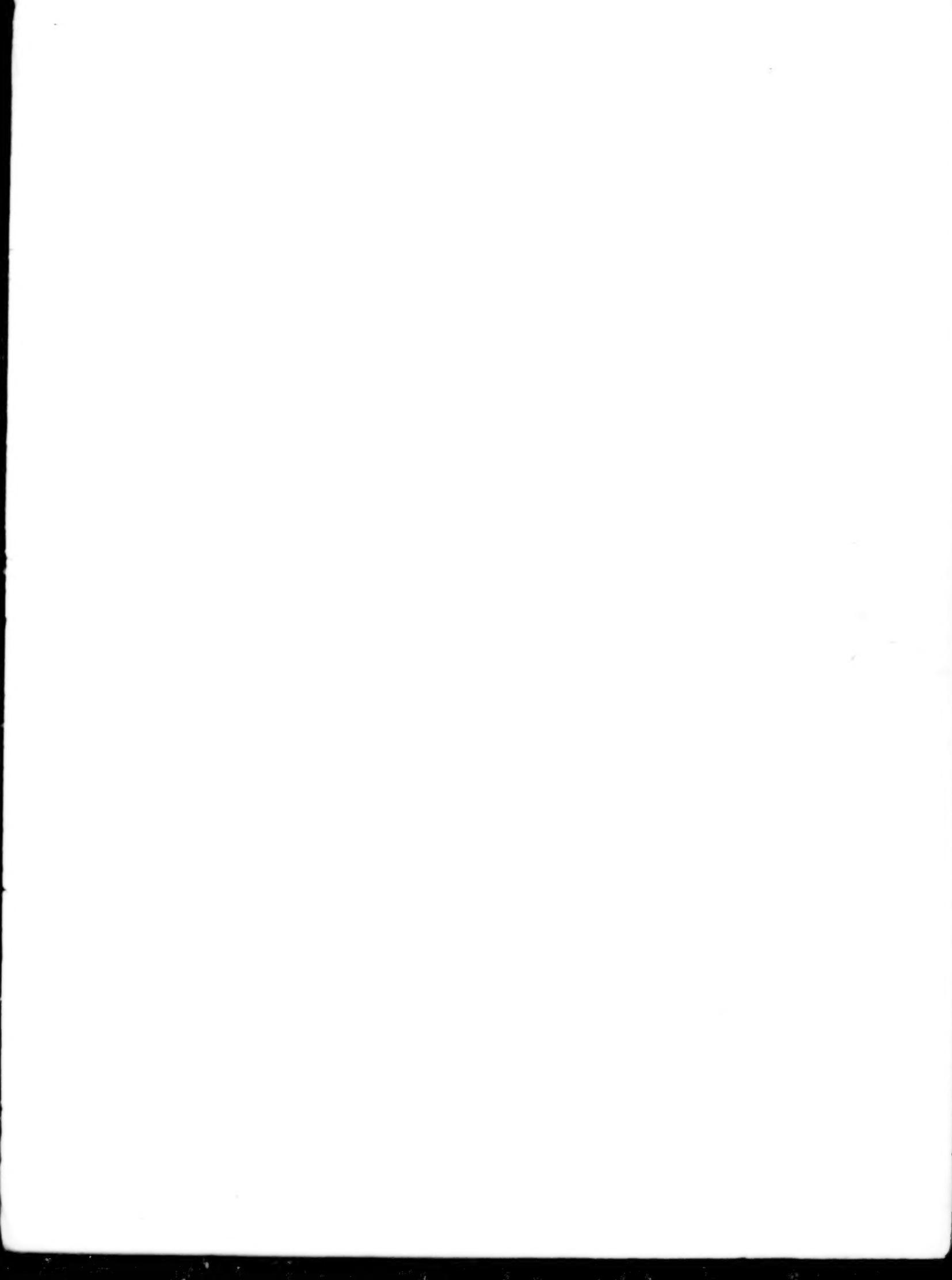
## PUBLICATIONS

### Library of Congress Subject Headings: A Guide to Subdivision Practice

This new publication replaces the out-of-print reprint of the introduction to the eighth edition of Library of Congress Subject Headings (LCSH 8). This guide to subdivision practice consists of sections drawn from previously-existing publications. The section describing the general components of headings in LCSH is extracted from the introduction to the ninth edition (LCSH 9) and reflects practice as of August 1979. The lists of subdivisions are based on the lists printed in the introductory matter to the 1979 annual supplement: the lists under place names have been updated through December 1980, but the list of most commonly used subdivisions is identical to that in the supplement. The scope notes from LCSH 8 have been reprinted exactly as they originally appeared, and they, therefore, reflect practice as of 1974.

Because this publication reproduces information found in the LCSH 8 introduction, the 1979 annual, and the LCSH 9 introduction, it will fill the needs of those persons who subscribe only to the microform LCSH and of persons who prefer to have this information in one publication instead of scattered. Persons who have found the reprint of the introduction to the eighth to be useful may wish to acquire this item, as may reference librarians and students of cataloging.

The guide (72 p. paperbound with a bright red cover) is available from the Cataloging Distribution Service, \$10.00.



**END**

12-29-82